



Nicolae Sfetcu

**Translation Style Guide
for
European Union
Member States**

MultiMedia Publishing

Translation Style Guide for European Union Member States

Nicolae Sfetcu

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Austria



Full name: *Republic of Austria*. Note that the Austrian *Bundesländer* are called ‘provinces’ in English.

Official language: German.

Geography

Cities

Write *Vienna* for *Wien*. Otherwise, retain the original spelling, including any accents (e.g. *Sankt Pölten*).

Lakes

Write *Lake Constance* for *Bodensee*.

Mountains

Anglicise the *Alps*.

Regions

- **ÖSTERREICH**
 - **AUSTRIA**
- Ostösterreich
 - East Austria
- *Burgenland*
 - *Burgenland*
- *Niederösterreich*
 - *Lower Austria*
- *Wien*

- *Vienna*
- **Südösterreich**
 - **South Austria**
- *Kärnten*
 - *Carinthia*
- *Steiermark*
 - *Styria*
- **Westösterreich**
 - **West Austria**
- *Oberösterreich*
 - *Upper Austria*
- *Salzburg*
 - *Salzburg*
- *Tirol*
 - *Tyrol*
- *Vorarlberg*
 - *Vorarlberg*

Judicial bodies

- Arbeits- und Sozialgericht Wien
 - Labour and Social Court, Vienna
- Bezirksanwalt
 - District Prosecutor
- Bezirksgericht
 - District Court
- Bundesfinanzgericht
 - Federal Fiscal Court (as of 1.1.2014)
- Bundesvergabeamt
 - Federal Procurement Office (obsolete as of 1.1.2014)
- Bundesverwaltungsgericht
 - Federal Administrative Court (as of 1.1.2014)
- Erster Generalanwalt
 - First Solicitor General
- Generalanwalt
 - Solicitor General
- Generalprokurator
 - Procurator General
- Generalprokuratur
 - Procurator General's Office
- Handelsgericht Wien
 - Commercial Court, Vienna
- Landesgericht
 - Regional Court

- Landesvergabeamt
 - Regional Procurement Office
- Landesverwaltungsgericht
 - Regional Administrative Court (as of 1.1.2014)
- Oberlandesgericht
 - Higher Regional Court
- Oberstaatsanwalt
 - Senior Public Prosecutor
- Oberster Gerichtshof
 - Supreme Court of Justice / Supreme Court
- Rechnungshof
 - Public Audit Office
- Sprengelrichter
 - substitute judge
- Staatsanwalt
 - Public Prosecutor
- Unabhängiger Bundesasylsenat
 - Independent Federal Asylum Tribunal (obsolete since 2008)
- Unabhängiger Finanzsenat
 - Independent Finance Tribunal (obsolete as of 1.1.2014)
- Unabhängiger Verwaltungssenat
 - Independent Administrative Tribunal (obsolete as of 1.1.2014)
- Verfassungsgerichtshof
 - Constitutional Court
- Vergabekontrollsenat Wien
 - Public Procurement Review Chamber, Vienna (obsolete as of 1.1.2014)
- Verwaltungsgerichtshof
 - Administrative Court
- Volksanwaltschaft
 - Ombudsman Board

Legal instruments

- Bescheid
 - decision
- Bundesgesetz
 - federal act/law
- Bundesverfassung
 - Constitution
- Durchführungsverordnung
 - implementing regulation(s)
- Erlass (= generelle Weisung)
 - general (administrative) circular
- Gesetz

- act/law
- (Rechts)bestimmungen
 - provisions (of law)/legislation/laws
- (Rechts)verordnung
 - regulation
- (Rechts)vorschrift
 - (legal) provision/provision (of law)
- (Rechts)vorschriften
 - provisions (of law)/legislation/laws
- Rundschreiben
 - circular
- Weisung
 - administrative circular

For English translations of Austrian acts see: Bundeskanzleramt Legal Information System – Austrian Laws in English.

Government bodies and administrative divisions

- Bezirk
 - Translate as ‘district’ or ‘district authority’ [an Austrian *Bezirk* corresponds to a German *Kreis* in the NUTS breakdown].
- Bezirkshauptmann
 - Translate as ‘head of the district authority, District of ...’.
- Bundesland, Bundesländer
 - *Bundesland/länder* are the usual terms in Austria and, for Austria, are translated as ‘province(s)’.
- Bundesrat
 - Write ‘Bundesrat’. Where a gloss is considered necessary, add ‘Upper House of Parliament’ in brackets after the first occurrence. Alternatively, consideration can be given to adding the literal translation, ‘Federal Council’, as a gloss.
- Bundesversammlung
 - Translate as ‘Bundesversammlung’, adding ‘Federal Assembly’ in brackets after the first occurrence, if a gloss is considered necessary.
- Gemeinde
 - Translate as ‘municipality’.
- Land, Länder
 - See *Bundesland, Bundesländer* above.
- Landeshauptmann
 - Translate as ‘Governor’.
- Nationalrat
 - Write ‘Nationalrat’. Where a gloss is considered necessary, add ‘Lower House of Parliament’ in brackets after the first occurrence. Alternatively,

consideration can be given to adding the literal translation, 'National Council', as a gloss.

Belgium



Full name: *Kingdom of Belgium*.

Official languages: Dutch, French and German.

Geography

Cities

Use the forms *Antwerp*, *Bruges*, *Brussels*, *Ghent*, *Ostend*.

Flemish vs French forms. Use Flemish names of places in Dutch-speaking areas (e.g. *Leuven* not *Louvain*, *Kortrijk* not *Courtrai*, *Ieper* not *Ypres*) and French for French-speaking areas (e.g. *Mons* not *Bergen*, *Liège* not *Luik*).

Bilingual *Bruxelles/Brussel* is always *Brussels* in English. Many of the 19 municipalities (FR *communes*, NL *gemeenten*) (and all streets) in the Brussels region have a French and a Dutch name, either of which may be used.

Some municipalities, known as *Communes à facilités/Faciliteitengemeenten/Gemeinden mit Spracherleichterungen*, have special linguistic provisions to protect the rights of their historic linguistic minorities.

In the Flemish Community this concerns six municipalities on the periphery of Brussels (*Drogenbos*, *Kraainem/Crainhem*, *Linkebeek*, *Sint-Genesius-Rode/Rhode-Saint-Genèse*, *Wemmel* and *Wezembeek-Oppeem*) and six municipalities on the language border (*Bever/Biévène*, *Herstappe*, *Mesen/Messines*, *Ronse/Renaix*, *Spiere-Helkijn/Espierres-Helchin* and *Voeren/Fourons*).

In the French Community this also concerns six municipalities, four with special provisions for Dutch speakers (*Enghien/Edingen, Mouscron/Moeskroen, Comines-Warneton/Komen-Waasten* and *Flobecq/Vloesberg*) and two with special provisions for German speakers (*Malmedy* and *Waimes/Weismes*).

The nine municipalities that make up the German speaking Community all have special language provisions for French speakers.

It should be noted that these municipalities do not have bilingual status. When writing in English, the French names should be used for those in the French Community, the Flemish names for those in the Flemish Community and the German names for those in the German speaking Community.

Rivers

Use *Meuse* (*Maas* only if the context is solely Flanders or the Netherlands).

Regions

- **BELGIË-BELGIQUE***
 - **BELGIUM**
- **Brussels Hoofdstedelijk Gewest/ Région de Bruxelles-Capitale****
 - **Brussels Capital Region**
- **Vlaams Gewest****
 - **Flemish Region**
- *Provincies*
 - *Provinces*
- *Antwerpen*
 - *Antwerp*
- *Limburg*
 - *Limburg*
- *Oost-Vlaanderen*
 - *East Flanders*
- *Vlaams-Brabant*
 - *Flemish Brabant*
- *West-Vlaanderen*
 - *West Flanders*
- **Région wallonne****
 - **Walloon Region**
- *Provinces*
 - *Provinces*
- *Brabant Wallon*
 - *Walloon Brabant*
- *Hainaut*
 - *Hainaut*

- *Liège*
 - *Liège*
- *Luxembourg*
 - *Luxembourg*
- *Namur*
 - *Namur*

* Regions of Belgium do not coincide with language communities.

** Note that the Flemish Region and the Walloon Region both have five provinces. The Brussels Capital Region is not part of a province and is not itself subdivided into provinces.

Judicial bodies

Only Dutch and French are covered in this section, as the use of German in the Belgian court system is limited.

DUTCH

- **Dutch**
 - ***French***
 - ***English***
- arbeidshof
 - *cour du travail*
 - labour court
- arbeidsrechtbank
 - *tribunal du travail*
 - labour tribunal
- arrondissementsrechtbank
 - *tribunal d'arrondissement*
 - district court
- burgerlijke rechtbank
 - *tribunal civil*
 - civil court
- correctionele rechtbank
 - *tribunal correctionnel*
 - criminal court
- Grondwettelijk Hof
 - *Cour constitutionnelle*
 - Constitutional Court
- hof van assisen
 - *cour d'assises*
 - court of assizes
- hof van beroep
 - *cour d'appel*

- court of appeal
- Hof van Cassatie
 - *Cour de cassation*
 - Court of Cassation
- Hoge Raad voor de Justitie
 - *Conseil supérieur de la justice*
 - High Council of Justice
- jeugdrechtbank
 - *tribunal de la jeunesse*
 - juvenile court
- politierechtbank
 - *tribunal de police*
 - police court (preferred), local criminal court
- Raad van State
 - *Conseil d'état*
 - Council of State
- rechtbank van eerste aanleg
 - *tribunal de première instance*
 - court of first instance
- rechtbank van koophandel
 - *tribunal de commerce*
 - commercial court
- vredegericht
 - *justice de paix*
 - justice of the peace court (preferred), civil magistrate's court
- vrederechter
 - *juge de paix*
 - justice of the peace (preferred), civil magistrate

FRENCH

- **French**
 - ***Dutch***
 - **English**
- Conseil d'état
 - *Raad van State*
 - Council of State
- Conseil supérieur de la justice
 - *Hoge Raad voor de Justitie*
 - High Council of Justice
- Cour constitutionnelle
 - *Grondwettelijk Hof*
 - Constitutional Court
- cour d'appel
 - *hof van beroep*

- court of appeal
- cour d'assises
 - *hof van assisen*
 - court of assizes
- Cour de cassation
 - *Hof van Cassatie*
 - Court of Cassation
- cour du travail
 - *arbeidshof*
 - labour court
- juge de paix
 - *vrederichter*
 - justice of the peace (preferred), civil magistrate
- justice de paix
 - *vredegerecht*
 - justice of the peace court (preferred), civil magistrate's court
- tribunal civil
 - *burgerlijke rechtbank*
 - civil court
- tribunal correctionnel
 - *correctionele rechtbank*
 - criminal court
- tribunal d'arrondissement
 - *arrondissementsrechtbank*
 - district court
- tribunal de commerce
 - *rechtbank van koophandel*
 - commercial court
- tribunal de la jeunesse
 - *jeugdrechtbank*
 - juvenile court
- tribunal de police
 - *politierechtbank*
 - police court (preferred), local criminal court
- tribunal de première instance
 - *rechtbank van eerste aanleg*
 - court of first instance
- tribunal du travail
 - *arbeidsrechtbank*
 - labour tribunal

Legal instruments

Only Dutch and French are covered in this section, as only a few Belgian laws are translated into German.

DUTCH

- **Dutch**
 - ***French***
 - **English**
- besluit
 - *arrêté*
 - decree
- Burgerlijk Wetboek
 - *Code civil*
 - Civil Code
- decreet
 - *décret*
 - decree* [statutory instrument issued by the language communities/the Flemish and Walloon Regions]
- Gerechtelijk Wetboek
 - *Code judiciaire*
 - Judicial Code
- koninklijk besluit (KB)
 - *arrêté royal (AR)*
 - royal decree
- ministerieel besluit
 - *arrêté ministériel*
 - ministerial decree
- ordonnantie
 - *ordonnance*
 - order* [statutory instrument issued by Brussels Capital Region]
- wet
 - *loi*
 - act/law
- Wetboek van Strafrecht
 - *Code pénal*
 - Criminal Code
- Wetboek van Strafvordering
 - *Code d'instruction criminelle*
 - Code of Criminal Procedure

FRENCH

- **French**
 - *Dutch*
 - **English**
- arrêté
 - *besluit*
 - decree
- arrêté ministériel
 - *ministerieel besluit*
 - ministerial decree
- arrêté royal (AR)
 - *koninklijk besluit (KB)*
 - royal decree
- Code civil
 - *Burgerlijk Wetboek*
 - Civil Code
- Code d’instruction criminelle
 - *Wetboek van Strafvordering*
 - Code of Criminal Procedure
- Code judiciaire
 - *Gerechtelijk Wetboek*
 - Judicial Code
- Code pénal
 - *Wetboek van Strafrecht*
 - Criminal Code
- décret
 - *decreet*
 - decree* [statutory instrument issued by the language communities/the Flemish and Walloon Regions]
- loi
 - *wet*
 - act/law
- ordonnance
 - *ordonnantie*
 - order* [statutory instrument issued by Brussels Capital Region]

* These have equal status with federal laws and should not be confused with implementing decrees/orders.

Federal structure

Belgium is a federal kingdom made up of three *regions*:

- the *Flemish Region* (*het Vlaamse Gewest – la Région flamande – die Flämische Region*),
- the *Walloon Region* (*het Waalse Gewest – la Région wallonne – die Wallonische Region*), and
- *Brussels Capital Region* (*het Brussels Hoofdstedelijk Gewest – la Région de Bruxelles-Capitale – die Region Brüssel-Hauptstadt*)

and three language *communities*:

- the *Flemish Community* (*de Vlaamse Gemeenschap – la Communauté flamande – die Flämische Gemeinschaft*),
- the *French Community* (not French-speaking)
(*de Franse Gemeenschap – la Communauté française* (Since May 2011 also commonly known as *la Fédération Wallonie-Bruxelles*) – *die Französische Gemeinschaft*), and
- the *German-speaking Community* (not German)
(*de Duitstalige Gemeenschap – la Communauté germanophone – die Deutschsprachige Gemeinschaft*).

The *Flemish Region* covers the north of the country down to a line running across the country just south of Brussels, but not including the *Brussels Capital Region* (which forms an enclave), while the *Walloon Region* covers the whole of the south of the country (including the German-speaking area). The regions may also be referred to informally as *Flanders*, *Wallonia* and the *Brussels Region* (to distinguish it from *Ville de Bruxelles/Stad Brussel*, which is only one of 19 municipalities in the region).

The *Flemish Community* covers Flanders, plus Brussels (for Dutch-speaking cultural matters); the *French Community* covers Wallonia minus the German-speaking area, plus Brussels (for French-speaking cultural matters); and the *German-speaking Community* covers the small German-speaking part of the country. In May 2011, the parliament of the *French Community* voted to use the name *Fédération Wallonie-Bruxelles*. However, the new name does not appear in the Belgian Constitution and is not universally accepted.

The regions exercise powers in a wide range of areas, while the *communities* are primarily responsible for education and cultural matters. Under the Constitution each region and community has an executive accountable to a parliament. However, all the

responsibilities of the Flemish Region have been transferred to the Community, so there is only one *Flemish Government* and one *Flemish Parliament*, both based in Brussels.

The executives of the other two regions are the *Walloon Government*, based in Namur, and the *Government of the Brussels Capital Region*. The leaders of all three executives wish to be described in English as *Minister-President*. Meanwhile, the French Community – based in Brussels and entirely separate from the Walloon Government in Namur – has handed over some of its responsibilities to the Region. The German-speaking Community, with its seat in Eupen, has fewer powers than the other two.

At federal level, the Belgian Government retains such pan-Belgian functions as foreign affairs, defence, justice, macroeconomic policy and the railways. In a Belgian context it may be referred to as the *Federal Government*.

Bulgaria



Full name: *Republic of Bulgaria*.

Official language: Bulgarian. For transliterating Bulgarian, see the table (Annex 2) in the English Style Guide.

Geography

Cities

Note the transliteration *Sofia* for the capital city. Avoid using forms such as *Rousse* and *Bourgas*, which, although French, are still sometimes found in English-language texts.

Regions

- **БЪЛГАРИЯ**
 - **BULGARIA**
 - **BULGARIA**
- **Северна и Югоизточна България**
 - **Severna i Yugoiztochna Bulgaria**
 - **North and South-East Bulgaria**
- *Северозападен*
 - *Severozapaden*
 - *North-West*
- Видин
 - Vidin
 - Vidin
- Монтана
 - Montana
 - Montana
- Враца
 - Vratsa
 - Vratsa

- Плевен
 - Pleven
 - Pleven
- Ловеч
 - Lovech
 - Lovech
- *Северен централен*
 - *Severen tsentralen*
 - *North-Central*
- Велико Търново
 - Veliko Tarnovo
 - Veliko Tarnovo
- Габрово
 - Gabrovo
 - Gabrovo
- Русе
 - Ruse
 - Ruse
- Разград
 - Razgrad
 - Razgrad
- Силистра
 - Silistra
 - Silistra
- *Североизточен*
 - *Severoiztochen*
 - *North-East*
- Варна
 - Varna
 - Varna
- Добрич
 - Dobrich
 - Dobrich
- Шумен
 - Shumen
 - Shumen
- Търговище
 - Targovishte
 - Targovishte
- *Югоизточен*
 - *Yugoiztochen*
 - *South-East*
- Бургас
 - Burgas

- Burgas
- Сливен
 - Sliven
 - Sliven
- Ямбол
 - Yambol
 - Yambol
- Стара Загора
 - Stara Zagora
 - Stara Zagora
- **Югозападна и Южна Централна България**
 - **Yugozapadna i Yuzhna Tsentralna Bulgaria**
 - **South-West and South-Central Bulgaria**
- *Югозападен*
 - *Yugozapaden*
 - *South-West*
- София (столица)
 - Sofia (stolitsa)
 - Sofia (capital)
- София
 - Sofia
 - Sofia
- Благоевград
 - Blagoevgrad
 - Blagoevgrad
- Перник
 - Pernik
 - Pernik
- Кюстендил
 - Kyustendil
 - Kyustendil
- *Южен централен*
 - *Yuzhen tsentralen*
 - *South-Central*
- Пловдив
 - Plovdiv
 - Plovdiv
- Хасково
 - Haskovo
 - Haskovo
- Пазарджик
 - Pazardzhik
 - Pazardzhik
- Смолян

- Smolyan
- Smolyan
- Кърджали
 - Kardzhali
 - Kardzhali

Judicial bodies

- Административен съд
 - Administrative Court
- Административен съд — Пловдив
 - Plovdiv Administrative Court
- Административен съд — София Град (АССГ)
 - Sofia City Administrative Court
- Административен съд — София Област (АССО)
 - Sofia Province Administrative Court*
- Апелативен съд
 - Court of Appeal
- Военен съд
 - Military Court
- Военно-апелативен съд
 - Military Court of Appeal
- Върховен административен съд
 - Supreme Administrative Court
- Върховен касационен съд
 - Supreme Court of Cassation
- Конституционен съд
 - Constitutional Court
- Окръжен съд
 - Provincial Court**
- Русенски окръжен съд
 - Ruse Provincial Court
- Районен съд
 - District Court
- Софийски градски съд*** (СГС)
 - Sofia City Court
- Софийски окръжен съд
 - Sofia Provincial Court
- Шуменски районен съд, Районен съд (гр.) Шумен
 - Shumen District Court

Useful terminology and abbreviations

- адм. дело № 869/2009 г., по описа на АССО

- Sofia Province Administrative Court case No 869/2009
- административно отделение
 - administrative division
- гражданско отделение
 - civil division
- наказателно отделение
 - criminal division
- нощд: наказателно общ характер дело
 - criminal case
- петчленен състав
 - panel of five judges
- съдебен акт
 - court decision/ruling/order/warrant etc., depending on the context
- търговско отделение
 - commercial division
- фд: фирмено дело
 - commercial company case

* This is the administrative court responsible for Sofia Province (област), as opposed to Sofia City. There are no provincial (окръжни) administrative courts in the judicial hierarchy.

** Окръг is a judicial province, област an administrative province. They do not coincide geographically.

*** The Sofia City Court is responsible for the city of Sofia (as opposed to the province with the same name) but has the status of a provincial court.

Legal instruments

- закон
 - act/law
- Закон за данък върху добавената стойност (ЗДДС)
 - Value Added Tax Act (ZDDS)*
- Закон за счетоводството (ЗСч)
 - Accountancy Act (ZSch)
- инструкция
 - instruction
- наредба
 - regulation (issued by the Government)
- наредба
 - ordinance (issued by a municipal council)
- постановление
 - decree (issued by the Council of Ministers)
- правилник

- implementing rules
- правилник за прилагане на Закон XYZ
 - Rules for the implementation of the XYZ Act
- указ
 - decree (issued by the President or State Council)

* As consistency in translating the titles of statutory acts is impossible to attain in practice, it is advisable to add a transliteration of the official abbreviation to prevent confusion.

Referring to subdivisions of acts

In Bulgarian legal references the following terminology is preferred:

- глава
 - chapter
- раздел
 - heading
- чл. (член)
 - article
- ал. (алинея)
 - paragraph
- т. (точка)
 - subparagraph
- пр. or предл. (предложение)
 - option (see below)
- § (параграф)
 - § or section (see below)

Examples:

‘Чл. 12, ал. 2, т. 3 пр. 1’ should be translated as ‘Article 12(2)(3), first option’.

‘§ 22. В чл. 63, ал. 1, т. 3 се отменя’ becomes ‘§ 22. Article 63(1)(3) is repealed’.

§ or section

The ‘§’-sign is used in final and transitional provisions instead of ‘член’. It stands for ‘параграф’. Translate it using the ‘§’-sign wherever possible to facilitate references to the original legislation. If this is not possible, use ‘section’.

Option

To clarify what is meant by ‘option’, here is an example:

The investigation concerns several public officials suspected of having committed, between early 2009 and June 2011, offences under Article 282(2), first option, in conjunction with Article 282(1) and Article 20(2) of the Criminal Code (NK).

Article 282(2) NK reads as follows. Options 1 and 2 have been placed in square brackets:

Ако **[от деянието са настъпили значителни вредни последици]** или **[е извършено от лице, което заема отговорно служебно положение]**, наказанието е лишаване от свобода от една до осем години, като съдът може да постанови и лишаване от правото по чл. 37, ал. 1, точка 6.

Law gazettes, official gazettes and official journals

Държавен вестник

- State Gazette (SG)

Croatia



Full name: Republic of Croatia.

Official language: Croatian.

Geography

Cities, towns, islands

Note that many Croatian place names exist in Italian, German, Hungarian and Slovenian. Unless an English name exists (e.g. *Dalmatia*, not *Dalmacija*), always use the Croatian name. Both 'bay' and 'gulf' are acceptable translations of *zaljev* in *Kvarnerski zaljev* and *Piranski zaljev/Savudrijska vala*.

Regions

- **HRVATSKA**
 - **CROATIA**
- *Kontinentalna Hrvatska*
 - *Continental Croatia*
- Bjelovarsko-bilogorska županija
 - Bjelovar-Bilogora County
- Brodsko-posavska županija
 - Slavonski Brod-Posavina County
- Grad Zagreb
 - City of Zagreb
- Karlovačka županija
 - Karlovac County
- Koprivničko-križevačka županija
 - Koprivnica-Križevci County
- Krapinsko-zagorska županija
 - Krapina-Zagorje County
- Međimurska županija

- Međimurje County
- Osječko-baranjska županija
 - Osijek-Baranja County
- Požeško-slavonska županija
 - Požega-Slavonia County
- Sisačko-moslavačka županija
 - Sisak-Moslavina County
- Varaždinska županija
 - Varaždin County
- Virovitičko-podravska županija
 - Virovitica-Podravina County
- Vukovarsko-srijemska županija
 - Vukovar-Syrmia County
- Zagrebačka županija
 - Zagreb County
- Jadranska Hrvatska
 - Adriatic Croatia
- Dubrovačko-neretvanska županija
 - Dubrovnik-Neretva County
- Istarska županija
 - Istria County
- Ličko-senjska županija
 - Lika-Senj County
- Primorsko-goranska županija
 - Primorje-Gorski Kotar County
- Splitsko-dalmatinska županija
 - Split-Dalmatia County
- Šibensko-kninska županija
 - Šibenik-Knin County
- Zadarska županija
 - Zadar County

Judicial bodies

- općinski sud
 - municipal court
- prekršajni sud
 - misdemeanour court
- trgovački sud
 - commercial court
- Upravni sud
 - Administrative Court
- Ustavni sud
 - Constitutional Court

- Visoki prekršajni sud
 - High Misdemeanour Court
- Visoki trgovački sud
 - High Commercial Court
- Vrhovni sud
 - Supreme Court
- županijski sud
 - county court

For a diagram of the court structure in Croatian and English see the website of the Supreme Court of the Republic of Croatia

Political and administrative structure

		DRŽAVA (DRŽAVNA UPRAVA)	STATE (STATE ADMINISTRATION)
STATE LEVEL	Representative body	Sabor	Parliament
	Executive body	Vlada	Government
	Administrative bodies	<ul style="list-style-type: none"> • ministarstva • središnji državni uredi • državne upravne organizacije 	<ul style="list-style-type: none"> • ministries • central state offices • state administrative organisations
		ŽUPANIJA (PODRUČNA (REGIONALNA) SAMOUPRAVA)	COUNTY (REGIONAL SELF-GOVERNMENT)
REGIONAL LEVEL	Representative body	Skupština	Assembly
	Executive bodies	Župan i poglavarstvo	Prefect and County Government
	Administrative bodies*	<ul style="list-style-type: none"> • odjeli • službe 	<ul style="list-style-type: none"> • departments • services
		GRAD/OPĆINA (LOKALNA SAMOUPRAVA)	CITY/MUNICIPALITY (LOCAL SELF-GOVERNMENT)
LOCAL LEVEL	Representative body	Vijeće	Council
	Executive bodies**	Gradonačelnik i poglavarstvo Općinski načelnik i poglavarstvo	Mayor and City Government Mayor and Municipal Government
	Administrative bodies*	<ul style="list-style-type: none"> • odjeli • službe • jedinstveni upravni odjel 	<ul style="list-style-type: none"> • departments • services • unique administrative department
* Headed by <i>pročelnik</i> (pl. <i>pročelnici</i>).			
*** Towns/municipalities with fewer than 3 000 inhabitants do not have separate executive bodies. In this case the president of the town/municipal council acts as the mayor and the council acts as the city/municipality government.			
ispostava ureda = local office			
tijelo izvan središta = local body			

Source: Vodič kroz hrvatski sustav lokalne i regionalne samouprave (accessed on 7 February 2014).

Legal instruments

- međunarodni ugovor
 - international treaty
- mjera
 - measure/action
- nalog
 - order
- naputak
 - instruction
- naredba
 - **order**/decree
- odluka
 - **decision***/order
- odredba
 - **provision**/order
- podzakonski akt
 - implementing regulation
- pravilnik
 - rules
- pravilo
 - rule
- pravna stečevina
 - acquis
- presuda
 - sentence/ruling/judgment/verdict/decision
- propis
 - **regulation**/rule/ordinance
- rješenje
 - **resolution***/decision
- ugovor
 - contract/agreement
- upravni akt
 - administrative act
- uputa
 - instruction
- uredba
 - **decree***/order
- zaključak
 - **declaration***/decision/conclusion
- zakon
 - act/law
- zakonodavstvo
 - legislation

- zapovijed
 - order

* Particularly when issued by the Government. See Article 31 of the Govt. Act.

The list is not exhaustive and certainly not prescriptive. Bold type indicates preferred variants.

Law gazettes, official gazettes and official journals

When *Narodne novine* occurs for the first time in a text, refer to it as *Narodne Novine* (NN; Official Gazette of the Republic of Croatia) No ...

If it occurs again in the same text, refer to it as NN No ...

Miscellaneous

Klasa – Class

Urbroj – Ref. No

daje se / traži se – do not translate

OIB (osobni identifikacijski broj) – ID No

k.č. = *katastarska čestica* – cadastral parcel

dna = *dostavna naredba [in court documents]* – to be delivered to

Cyprus



Full name: Republic of Cyprus. The long form may be used when contrasted with northern Cyprus, the ‘Turkish Republic of Northern Cyprus’. However, since the EU and its Member States do not recognise the latter and the Republic of Cyprus joined the EU on behalf of the whole island, ‘Cyprus’ is adequate for most purposes.

Official languages: Greek and Turkish (although the latter is not an EU official language). For transliterating Greek, see the table (Annex 1) in the English Style Guide.

Geography

Cities

For the capital, note Nicosia for Λευκοσία (Levkosia).

Regions

Cyprus constitutes a single NUTS region.

Judicial bodies

- Ανώτατο Δικαστήριο: Supreme Court
- Επαρχιακό Δικαστήριο: district court
- Κακουργιοδικείο: assize court
- Οικογενειακό Δικαστήριο: family court
- Δικαστήριο Ελέγχου Ενοικιάσεων: rent control tribunal
- Δικαστήριο Εργατικών Διαφορών: industrial dispute tribunal
- Στρατιωτικό Δικαστήριο (Στρατοδικείο): Military Court

Legal instruments

- νόμος (nomos): act/law
- προεδρικό διάταγμα (proedriko diatagma): presidential decree
- αναγκαστικός νόμος (anangastikos nomos): Emergency act/law
- εγκύκλιος (engiklios): circular order
- Κύριο Μέρος (Kurio Meros): Main Gazette
- Παραρτήματα (Parartimata): Appendices
- νόμος (nomos): act/law
- προεδρικό διάταγμα (proedriko diatagma): presidential decree
- αναγκαστικός νόμος (anangastikos nomos): Emergency act/law
- εγκύκλιος (engiklios): circular order

Czech Republic



Czech Republic, the long form, is used as the name of the country in all contexts. There is currently no agreement on the use of a short form.

Official language: Czech.

Geography

Cities

Write *Prague* for *Praha*. Leave *Plzeň* in the Czech form (*Pilsen* is a style of beer). Be aware that German texts may use the German names for places in the Czech Republic, referring to *Brno* as *Brünn* or *Karlovy Vary* as *Karlsbad*. Always use the Czech names when writing in English.

Rivers

The river called the *Labe* in Czech is known as the *Elbe* in English. Write *Oder* for *Odra*.

Regions

- **ČESKÁ REPUBLIKA: CZECH REPUBLIC**
- *Praha: Prague*
 - Hlavní město Praha: Prague Capital City
- *Střední Čechy: Central Bohemia*
 - Středočeský kraj: Central Bohemian Region
- *Jihozápad: South-West*
 - Jihočeský kraj: South Bohemian Region
 - Plzeňský kraj: Plzeň Region
- *Severozápad: North-West*

- Karlovarský kraj: Karlovy Vary Region
- Ústecký kraj: Ústí nad Labem Region
- *Severovýchod: North-East*
 - Liberecký kraj: Liberec Region
 - Královéhradecký kraj: Hradec Králové Region
 - Pardubický kraj: Pardubice Region
- *Jihovýchod: South-East*
 - Jihomoravský kraj: South Moravian Region
 - Kraj Vysočina: Vysočina Region
- *Střední Morava: Central Moravia*
 - Olomoucký kraj: Olomouc Region
 - Zlínský kraj: Zlín Region
- *Moravskoslezsko: Moravian Silesia*
 - Moravskoslezský kraj: Moravian-Silesian Region

For statistical and Structural Fund purposes the Czech Republic is divided into 8 areas (oblasti – NUTS 2), each consisting of either a single region (kraj – NUTS 3) or a group of regions (seskupení krajů).

Administratively the country is divided into 14 regions (kraje = NUTS 3; higher territorial self-governing units – vyšší územní samosprávné celky). At the lowest level are obce (sing. obec) and města (sing. město) - municipalities and cities. (There used to be 73 okresy ('districts') but these were abolished in 2003.)

Judicial bodies

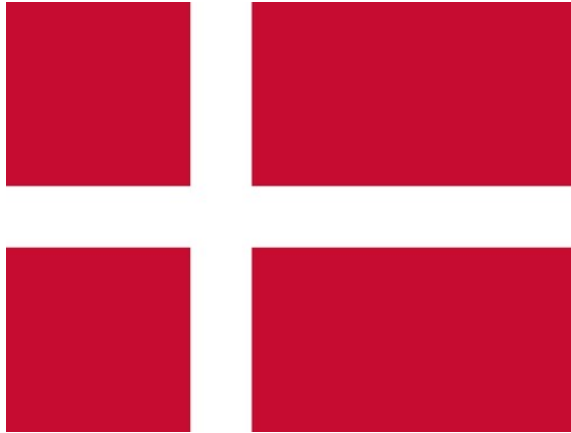
- Krajské státní zastupitelství: Regional Prosecutor's Office
- Krajský soud: Regional Court
- Nejvyšší soud: Supreme Court
- Nejvyšší správní soud: Supreme Administrative Court
- Nejvyšší státní zastupitelství: Supreme Prosecutor's Office
- Okresní soud: District Court
- Okresní státní zastupitelství: District Prosecutor's Office
- Ústavní soud: Constitutional Court
- Vrchní soud: High Court
- Vrchní státní zastupitelství: High Prosecutor's Office

Legal instruments

- článek: article (of treaty, directive, etc.)
- článek: section (of act)
- nařízení: regulation (prefix with 'Czech' or 'national', if necessary for clarity's sake)
- Občanský soudní řád: Code of Civil Procedure

- opatření: measure
- oznámení: notice
- právní předpis: (piece of) legislation
- právo: law
- rozhodnutí: decision
- rozkaz: order
- Sbírka zákonů: Collection of Legislative Acts
- Sb. (*as abbreviation of Sbírka zákonů in titles of legislation*): omit in English (*do not use 'Coll.'*)
- smlouva: treaty
- Správní řád: Code of Administrative Procedure
- Trestní řád: Code of Criminal Procedure
- Trestní zákoník - Trestní zákoník = zákon č. 40/2009, which entered into force on 1 January 2010; Trestní zákon = zákon č. 140/1961 Sb. (now repealed): Criminal Code
- usnesení: resolution
- všeobecně závazný právní předpis: act of general application in a less formal context 'legislation' may be sufficient
- vyhláška: implementing decree
- výnos: implementing decision
- zákon: in general: act/legislative act/act of law/piece of legislation in title of piece of legislation: 'the ... Act' or 'the Act on...'
- živnostenský zákon: the Trading Act

Denmark



Full name: *Kingdom of Denmark*. Neither Greenland (adj. Greenland) nor the Faeroes (NB not Faeroe Islands, adj. Faeroese) are part of the European Union.

Official language: Danish.

Geography

Cities

Note the names *Copenhagen*, *Aarhus*, *Aalborg*.

Bodies of water

Write *Wattenmeer*. Use *Great Belt* for *Storebælt* and *Little Belt* for *Lillebælt*.

Islands

Use *Fyn* rather than *Fünen*.

Regions

- **DANMARK > DENMARK**
- *Hovedstaden > Capital (region)*
 - Byen København > City of Copenhagen
- *Københavns omegn > Outer Copenhagen*
 - Nordsjælland > North Zealand
 - Bornholm > Bornholm
- *Sjælland > Zealand*

- Ostjylland > East Zealand
- Vest- og Sydsjælland > West and South Zealand
- *Syddanmark > South Denmark*
 - Fyn > Fyn
 - Syddjylland > South Jutland
- *Midtjylland > Central Jutland*
 - Vestjylland > West Jutland
 - Østjylland > East Jutland
- *Nordjylland > North Jutland*

Judicial bodies

- Anklagemyndighed > Public prosecutor
- Arbejdsret* > Labour Court
- Bibeskæftigelsesnævnet > External Activity Review Board
- Byret** > District Court
- Dombog > (Full record of court judgments and orders)
- Dommerudnævnelsesrådet > Judicial Appointments Council
- Domstolsstyrelsen > Danish Court Administration
- Fogedret > Enforcement and small claims (division of the district) court
- Højesteret > Supreme Court
- Procesbevillingsnævn > Appeals Permission Board
- Retsbog > court record (*summary record of court cases*)
- Skifteret > Probate and bankruptcy (division of the district) court
- Særlige Klageret > Special Court of Indictment and Revision
- Sø- og Handelsret > Maritime and Commercial Court
- Tinglysningsret > Land Registration Court
- Østre/Vestre Landsret > Eastern/Western High Court

* Its jurisdiction is over collective labour agreements, in disputes between trade unions and employers' organisations.

** There are now 24 of them (as of 1 January 2007).

Legal instruments

- administrativ afgørelse > administrative ruling
- (kongelige/ministeriel) anordning > (royal/ministerial) decree
- bekendtgørelse > Order
- cirkulaere > Circular
- lov > act/law
- lovbekendtgørelse > Consolidation act
- lovforslag > bill/draft law
- Retsplejeloven > Administration of Justice Act

- Rigsretten > Constitutional Act
- Straffeloven > Penal Code
- vejledning > guidelines

Estonia



Full name: Republic of Estonia.

Official language: Estonian.

Geography

Cities

Leave the names of urban centres, irrespective of size, in their original Estonian form, including diacritics (e.g. *Pärnu*, *Kohtla-Järve*, *Võru*, *Põlva*, etc.).

Be aware that historical names exist for some towns and are still used occasionally, but the Estonian names should always be used in English texts (e.g. write *Tallinn* (not the German *Reval*) and *Tartu* (not the German *Dorpat* or the Finnish *Tartto*)).

Note that *Valga* is in Estonia, while *Valka* is in Latvia.

Counties

There are two ways of referring to counties in Estonian. The names may appear in the form *Harjumaa* / *Järvamaa* / *Lääne-Virumaa*, etc. or in the form *Harju maakond* / *Järva maakond* / *Lääne-Viru maakond*, etc. Use the former in English (e.g. *Harjumaa*, etc.), adding ‘the county of’ or ‘county’ where necessary for clarity (e.g. *the county of Harjumaa*, *Harjumaa county*, etc.).

Islands

The islands of *Saaremaa* and *Hiiumaa* are both also counties in their own right, and so in some cases it may be necessary to write e.g. *the island of Saaremaa* to avoid confusion with the county of the same name.

Be aware that many of the islands also have historical names in Swedish, but the Estonian names should always be used in English texts (e.g. write *Saaremaa* (Swedish: *Ösel*), *Hiiumaa* (Swedish: **Dagö**), *Muhu* (Swedish: *Moon*), *Vormsi* (Swedish: *Ormsö*), *Kihnu* (Swedish: *Kynö*) and *Ruhnu* (Swedish: *Runö*)).

Lakes and rivers

Write *Lake Peipus* for *Peipsi järv*, *Lake Võrtsjärv* for *Võrtsjärv* and *Lake Lämmijärv* for *Lämmijärv*. Write *the River Emajõgi*, *the Emajõgi River* or even just *the Emajõgi* (if the context is clear) for *Emajõgi*. For river names made up of two words (e.g. *Võhandu jõgi*), use either of the forms *the River Võhandu* or *the Võhandu River*.

Regions

- **EESTI > ESTONIA**
- Põhja-Eesti > Northern Estonia
- Lääne-Eesti > Western Estonia
- Kesk-Eesti > Central Estonia
- Kirde-Eesti > Northeastern Estonia
- Lõuna-Eesti > Southern Estonia

Judicial bodies

- halduskohus > administrative court
- maakohus > county court
- Riigikohus > Supreme Court
- ringkonnakohus > district court

Write *the Estonian Parliament* or *Parliament* for *Riigikogu*, unless there is a particular reason to use the Estonian name. The English-language names of the Committees, etc. can be found on the Parliament website.

Government agencies and bodies are reorganised and renamed from time to time. The vast majority have English-language websites, and so these should always be checked for their official names. In most cases, it is sufficient to use just the English name without the Estonian, but if there is any chance of confusion it may be better to use the English name on the first occasion with the Estonian in brackets, and then the English name on subsequent occasions. One exception to this is *Eesti Pank*, which should not be translated. On first mention in a text, write *Eesti Pank (Bank of Estonia)*, but afterwards write just *Eesti Pank*.

Names may be abbreviated if they are commonly abbreviated in Estonian and if a suitable English abbreviation exists, for example on the body's website. *Põllumajanduse Registrite ja Informatsiooni Amet* is often abbreviated in Estonian to *PRIA*, and its website uses both the full name *the Estonian Agricultural Registers and Information Board* and the abbreviation

ARIB. The same applies to *Keskkonnainvesteeringute Keskus (KIK)* / *the Environmental Investment Centre (EIC)*. *The Police and Border Guard Board* is less frequently abbreviated to *PBGB*. However, only abbreviate where this helps the reader. If there is no risk of confusion, it might be better to write *the Board* (rather than *ARIB* or *PBGB*) or *the Centre* (rather than *EIC*), etc., having written the name out in full on first mention.

Legal instruments

- eeskiri > Rules
- ettekirjutus > order (or instruction)
- haldusakt > administrative instrument
- korraldus > (administrative) Order
- käskkiri > Order
- määrus > Regulation
- otsus > Decision
- põhimäärus > Statutes
- põhiseadus > Constitution
- seadlus > Decree
- seadus > Act
- seadustik > Code

Unofficial English translations of most Acts of Parliament are available on the Riigi Teataja website. As far as possible, the translations are kept up to date as the Acts are amended. Translations are also available of a small number of regulations, etc., but these are often not updated.

There are abbreviated forms for the names of many Acts of Parliament. A list is available on the *Riigi Teataja* website. In general, the English names should not be abbreviated unless this is essential for formatting reasons, e.g. to save space in a small table.

Suggestions for titles of Regulations

- Vabariigi Valitsuse [kuupäev] määrus nr xxx ... > Government of the Republic Regulation No xxx of [date] on/establishing/laying down rules ...
- ...ministri [kuupäev] määrus nr xxx ... > Regulation No xxx of the Minister for ... of [date] on/establishing/laying down rules ...

Law gazettes, official gazettes and official journals

- Riigi Teataja > State Gazette
- Ametlikud Teadaanded > Official Announcements

Riigi Teataja is the sole official publication for the types of legal act referred to in Section 2 of the *Riigi Teataja* Act (available in Estonian and English), including Acts of Parliament, decrees issued by the President of the Republic, regulations issued by the Government of

the Republic, international agreements and many others. Since 2010 it has been published in electronic form only.

Ametlikud Teadaanded is an electronic journal containing all notices, invitations and announcements that have to be published by law. They are not available in English.

In English texts the names *Riigi Teataja* and *Ametlikud Teadaanded* should be left in Estonian, although the English translation should usually be added in brackets after the first mention of each name in a text. In references, *Riigi Teataja* is abbreviated to *RT*.

Finland



Full name: *Republic of Finland*. Call the country's main administrative/regional units (*lääni*) 'provinces' in English.

Official languages: Finnish and Swedish.

Geography

Cities

Finland is a bilingual country, and many cities and localities have official names in both Finnish and Swedish. When translating from either language, remember that the form to be used depends on the local language situation, not on the text you are translating. Note in particular that for all major cities the Finnish name must be used: write *Helsinki*, *Oulu*, *Tampere*, *Turku*, not *Helsingfors*, *Uleåborg*, *Tammerfors*, *Åbo*. For other place names, use the bolded form in the list of Finnish/Swedish place names kept by the Research Institute for the Languages of Finland.

Regions

SUOMI/FINLAND > FINLAND

Manner-Suomi > Continental Finland

- *Länsi-Suomi > West Finland*
 - Keski-Suomi > Keski-Suomi
 - Etelä-Pohjanmaa > Etelä-Pohjanmaa
 - Pohjanmaa > Pohjanmaa
 - Satakunta > Satakunta
 - Pirkanmaa > Pirkanmaa
- *Helsinki-Uusimaa > Helsinki-Uusimaa*
 - Helsinki-Uusimaa > Helsinki-Uusimaa

- *Etelä-Suomi* > *South Finland*
 - Varsinais-Suomi > Varsinais-Suomi
 - Kanta-Häme > Kanta-Häme
 - Päijät-Häme > Päijät-Häme
 - Kymenlaakso > Kymenlaakso
 - Etelä-Karjala > Etelä-Karjala
- *Pohjois- ja Itä-Suomi* > *North and East Finland*
 - Etelä-Savo > Etelä-Savo
 - Pohjois-Savo > Pohjois-Savo
 - Pohjois-Karjala > Pohjois-Karjala
 - Kainuu > Kainuu
 - Keski-Pohjanmaa > Keski-Pohjanmaa
 - Pohjois-Pohjanmaa > Pohjois-Pohjanmaa
 - Lappi > Lappi

Åland (Finnish: Ahvenanmaa) > Åland, Åland Islands

Judicial bodies

FINNISH

- **Finnish > Swedish > English**
- alioikeus > *underrätt* > court of first instance
- asunto-oikeus > *bostadsdomstol* > housing court
- erityistuomioistuim > *specialdomstol* > special court (of law)
- hallinto-oikeus > *förvaltningsdomstol* > administrative court
- hallintotuomioistuim* > *förvaltningsdomstol* > administrative court
- hovioikeus > *hovrätt* > Court of Appeal
- korkein hallinto-oikeus > *högsta förvaltningsdomstolen* > Supreme Administrative Court
- korkein oikeus > *högsta domstolen* > Supreme Court
- käräjäoikeus > *tingsrätt* > district court
- maistraatti > *magistrat* > local register office
- markkinatuomioistuim > *marknadsdomstolen* > Market Court
- merioikeus > *sjörättsdomstol* > maritime court
- muutoksenhakutuomioistuim > *fullföljdsdomstol* > court of appeal
- oikeusasiamiehen kanslia > *justitieombudsmannens kansli* > Office of the Ombudsman
- oikeuskanslerinvirasto > *justitiekanslersämbetet* > Office of the Chancellor of Justice
- sotaoikeus > *krigsrätt* > military court
- työtuomioistuim > *arbetsdomstolen* > Labour Court
- vakuutus-oikeus > *försäkringsdomstolen* > Insurance Court
- valtakunnanoikeus > *riksrätten* > High Court of Impeachment

- valtakunnansyyttäjänvirasto > *riksåklagarämbetet* > Office of the Prosecutor General
- vankilaoikeus > *fängelsedomstolen* > Prison Court
- yleinen tuomioistuin > *allmän domstol* > general court (of law)
- ylin oikeus > *högsta rättsinstans* > court of final appeal
- ylioikeus > *överrätt* > court of second instance

* general administrative courts (hallintotuomioistuin) include the Supreme Administrative Court (korkein hallinto-oikeus) and regional administrative courts (hallinto-oikeus)

Former judicial bodies

- **Finnish > Swedish > English**
- kihlakunnanoikeus (duties transferred to käräjäoikeus) > *häradsrätt* (duties transferred to *tingsrätt*) > circuit court
- lääninoikeus > *länsrätt* > provincial administrative
- (duties transferred to hallinto-oikeus) > (duties transferred to *förvaltningsdomstol*) > court
- maa-oikeus (duties transferred to käräjäoikeus) > *jorrdomstol* (duties transferred to *tingsrätt*) > land court
- raastuvanoikeus (duties transferred to käräjäoikeus) > *rådstuvurätt* (duties transferred to *tingsrätt*) > city court
- vesioikeus (abolished) > *vattendomstol* (abolished) > water court
- vesiylaoikeus (abolished) > *vattenöverdomstolen* (abolished) > Water Court of Appeal

SWEDISH

- **Swedish > Finnish > English**
- allmän domstol > *yleinen tuomioistuin* > general court (of law)
- arbetsdomstolen > *työtuomioistuin* > Labour Court
- bostadsdomstol > *asunto-oikeus* > housing court
- fängelsedomstolen > *vankilaoikeus* > Prison Court
- försäkringsdomstolen > *vakuutus-oikeus* > Insurance Court
- förvaltningsdomstol > *hallinto-oikeus* > administrative court
- förvaltningsdomstol* > *hallintotuomioistuin* > administrative court
- fullföljdsdomstol > *muutoksenhakutuomioistuin* > court of appeal
- högsta domstolen > *korkein oikeus* > Supreme Court
- högsta förvaltningsdomstolen > *korkein hallinto-oikeus* > Supreme Administrative Court
- högsta rättsinstans > *ylin oikeus* > court of final appeal
- hovrätt > *hovioikeus* > Court of Appeal
- justitiekanslersämbetet > *oikeuskanslerinvirasto* > Office of the Chancellor of Justice

- justitieombudsmannens kansli > *oikeusasiamiehen kanslia* > Office of the Ombudsman
- krigsrätt > *sotaoikeus* > military court
- magistrat > *maistraatti* > local register office
- marknadsdomstolen > *markkinatuomioistuim* > Market Court
- överrätt > *ylaoikeus* > court of second instance
- riksåklagarämbetet > *valtakunnansyyttäjänvirasto* > Office of the Prosecutor General
- riksrätten > *valtakunnanoikeus* > High Court of Impeachment
- sjörättsdomstol > *merioikeus* > maritime court
- specialdomstol > *erityistuomioistuim* > special court (of law)
- tingsrätt > *käräjäoikeus* > district court
- underrätt > *alioikeus* > court of first instance

* general administrative courts (förvaltningsdomstol) include the Supreme Administrative Court (högsta förvaltningsdomstolen) and regional administrative courts (förvaltningsdomstol)

Former judicial bodies

- **Swedish > Finnish > English**
- häradsrätt (duties transferred to tingsrätt) > *kihlakunnanoikeus* (duties transferred to *käräjäoikeus*) > circuit court
- jorddomstol (duties transferred to tingsrätt) > *maaoikeus* (duties transferred to *käräjäoikeus*) > land court
- länsrätt (duties transferred to förvaltningsdomstol) > *lääninoikeus* (duties transferred to *hallinto-oikeus*) > provincial administrative court
- rådstuvurätt (duties transferred to tingsrätt) > *raastuvanoikeus* (duties transferred to *käräjäoikeus*) > city court
- vattendomstol (abolished) > *vesioikeus* (abolished) > water court
- vattenöverdomstolen (abolished) > *vesiylioikeus* (abolished) > Water Court of Appeal

Legal instruments

FINNISH

- **Finnish > Swedish > English**
- alakohta > *underpunkt* > subparagraph
- artikla > *artikel* > article
- asetus > *förordning* > decree
- eduskuntalaki > *lag* > act of Parliament
- ennakkopäätös > *prejudikat* > precedent

- hallituksen esitys > *regeringsproposition* > government bill, government proposal
- johtosäntö > *instruktion* > rules of procedure
- julistus > *kungörelse* > declaration
- kaari > *balk* > code
- kirjoitettu laki > *skriven lag* > written law
- kohta > *punkt* > paragraph
- lainkohta > *bestämmelse* > legal provision
- lainsäädäntö > *lagstiftning* > legislation
- lainsäännös > *bestämmelse* > legal provision
- laki* > *lag* > act
- lakiehdotus > *proposition* > bill
- lakiluonnos > *utkast till lag* > draft law
- luku > *kapitel* > chapter
- maakunta-asetus > *landskapsförordning* > decree of Åland
- maakuntalaki > *landskapslag* > act of Åland
- maan tapa > *sedvanerätt, sedvänja* > custom (established practices in circumstances where there is no written law)
- momentti > *moment* > subsection
- oikeuskäytäntö > *rättspraxis* > case-law
- oikeussäntö > *rättsregel* > legal rule
- perustuslaki > *grundlag* > the Constitution
- pykälä > *paragraf* > section
- päätös > *beslut* > decision
- Suomen säädöskokoelma > *Finlands författningssamling* > Statutes of Finland
- tavallinen laki > *vanlig lag* > ordinary act
- tuomio > *dom* > judgment
- tuomioistuinratkaisu > *domslut, domstolsavgörande* > court decision
- valtioneuvoston asetus > *förordning av statsrådet* > government decree
- valtioneuvoston periaatepäätös > *principbeslut av statsrådet, statsrådets principbeslut* > government resolution
- valtiosopimus > *fördrag, traktat* > treaty
- yleinen oikeusperiaate > *allmän rättsprincip* > general legal principle

* In Finland, the legal instrument laki is translated as act, not as law, as can be seen in the Finlex database and various official glossaries. The form Xyz Act is used whenever possible. The form Act on xyz may be used if the title is long or for the sake of clarity. These are the recommendations of the terminologists and translators at the Finnish Prime Minister's Office. For detailed instructions from the Finnish Ministry of Justice on how to translate Finnish legislation and a useful glossary, see Säästösten kääntäminen vieraille kielille.

SWEDISH

- **Swedish > Finnish > English**
- allmän rättsprincip > *yleinen oikeusperiaate* > general legal principle
- artikel > *artikla* > article
- balk > *kaari* > code
- beslut > *päätös* > decision
- bestämmelse > *lainkohta, lainsäännös* > legal provision
- dom > *tuomio* > judgment
- domslut > *tuomioistuinratkaisu* > court decision
- domstolsavgörande > *tuomioistuinratkaisu* > court decision
- Finlands författningssamling > *Suomen säädöskokoelma* > Statutes of Finland
- fördrag > *valtiosopimus* > treaty
- förordning > *asetus* > decree
- förordning av statsrådet > *valtionevoston asetus* > government decree
- grundlag > *perustuslaki* > the Constitution
- instruktion > *johtosääntö* > rules of procedure
- kapitel > *luku* > chapter
- kungörelse > *julistus* > declaration
- lag* > *laki, eduskuntalaki* > act, act of Parliament
- lagstiftning > *lainsäädäntö* > legislation
- landskapsförordning > *maakunta-asetus* > decree of Åland
- landskapslag > *maakuntalaki* > act of Åland
- moment > *momentti* > subsection
- paragraf > *pykälä* > section
- prejudikat > *ennakkopäätös* > precedent
- principbeslut av statsrådet > *valtionevoston periaatepäätös* > government resolution
- proposition > *lakiehdotus* > bill
- punkt > *kohta* > paragraph
- rättspraxis > *oikeuskäytäntö* > case-law
- rättsregel > *oikeussääntö* > legal rule
- regeringsproposition > *hallituksen esitys* > government bill, government proposal
- sedvanerätt > *maan tapa* > custom (established practices in circumstances where there is no written law)
- sedvänja > *maan tapa* > custom (established practices in circumstances where there is no written law)
- skriven lag > *kirjoitettu laki* > written law
- statsrådets principbeslut > *valtionevoston periaatepäätös* > government resolution
- traktat > *valtiosopimus* > treaty
- underpunkt > *alakohhta* > subparagraph
- utkast till lag > *lakiluonnos* > draft law

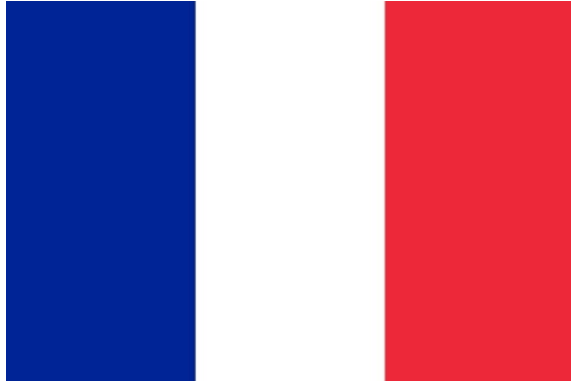
- vanlig lag > *tavallinen laki* > ordinary act

* In Finland, the legal instrument lag is translated as act, not as law, as can be seen in the Finlex database and various official glossaries. The form Xyz Act is used whenever possible. The form Act on xyz may be used if the title is long or for the sake of clarity. These are the recommendations of the terminologists and translators at the Finnish Prime Minister's Office.

Law gazettes, official gazettes and official journals

- Virallinen lehti > Official Gazette

France



Full name: *French Republic*. The *départements d'outre-mer* (DOM) are the *(French) overseas departments* in English. Do not abbreviate. The *pays et territoires d'outre-mer* (PTOM) are the *overseas countries and territories* (OCTs in English).

Official language: French.

Geography

Cities

Write *Lyon*, *Marseille*, *Strasbourg*.

Rivers and lakes

Use the forms *Meuse* (*Maas* only if the context is solely the Netherlands) and *Moselle* (*Mosel* only if the context is solely Germany). Write *Rhine* for *Rhein*, *Rhin*, and *Rijn*. Use *Lake Geneva* for *Lac Léman*.

Islands

Write *Corsica*.

Mountains

Anglicise the *Alps*, and *Pyrenees* (no accents). Do not anglicise *Massif Central* (except for capital C) and *Alpes Maritimes* (capital M).

Regions

- **FRANCE > FRANCE**
- **Île-de-France > Île-de-France**
- **Bassin parisien > Paris basin**
 - Champagne-Ardenne > Champagne-Ardenne
 - Picardie > Picardy
 - Haute-Normandie > Upper Normandy
 - Centre > Centre
 - Basse-Normandie > Lower Normandy
 - Bourgogne > Burgundy
- **Nord-Pas-de-Calais > Nord/Pas-de-Calais**
- **Est > East**
 - Lorraine > Lorraine
 - Alsace > Alsace
 - Franche-Comté > Franche-Comté
- **Ouest > West**
 - Pays de la Loire > Loire Region
 - Bretagne > Brittany
 - Poitou-Charentes > Poitou-Charentes
- **Sud-Ouest > South-West**
 - Aquitaine > Aquitaine
 - Midi-Pyrénées > Midi-Pyrénées
 - Limousin > Limousin
- **Centre-Est > Centre-East**
 - Rhône-Alpes > Rhône-Alpes
 - Auvergne > Auvergne
- **Méditerranée > Mediterranean**
 - Languedoc-Roussillon > Languedoc-Roussillon
 - Provence-Alpes-Côte d’Azur (PACA) > Provence-Alpes-Côte d’Azur
 - Corse > Corsica
- **Départements d’outre-mer (DOM) > Overseas Departments***
 - Guadeloupe > Guadeloupe
 - Martinique > Martinique
 - Guyane > French Guiana
 - Réunion > Réunion

* NB: avoid OD.

Judicial bodies

- Commission de recours amiable > Amicable Settlement Board
- Conseil d’état > Council of State
- Conseil de prud’hommes > Employment Tribunal

- Cour administrative d'appel > Administrative Court of Appeal
- Cour d'appel > Court of Appeal
- Cour d'assises > Court of Assizes
- Cour de cassation > Court of Cassation
- juge d'instruction > investigating judge
- juge de proximité > local judge
- Juridiction de proximité > local court
- Tribunal administratif > Administrative court
- Tribunal correctionnel > Criminal Court
- Tribunal d'instance > District Court
- Tribunal de commerce > Commercial Court
- Tribunal de grande instance > Regional Court
- Tribunal de police > Police Court
- Tribunal des affaires de sécurité sociale > Social Security Tribunal

Legal instruments

- arrêté > order [regulation issued by a Minister or Prefect]
- Code judiciaire > Judicial Code
- décret > decree [regulation issued by the Prime Minister or the President of the Republic]
- loi > act/law
- ordonnance > order
- règlement > regulation

Germany



Full name: *Federal Republic of Germany*. The full name is no longer obligatory in all contexts, as was the case before unification.

Official language: German.

Geography

Cities

Use the forms *Cologne*, *Munich* and *Nuremberg*. Otherwise, retain the original spelling, including any accents (e.g. *Düsseldorf*).

Rivers, lakes and other bodies of water

Use *Mosel* only if the context is solely Germany, otherwise use *Moselle*. Write *Rhine* for *Rhein*, *Rhin*, and *Rijn*. Use *Lake Constance* for *Bodensee* and write *Wattenmeer*.

Mountains

Anglicise the *Alps*. Do not anglicise *Schwäbische Alb*.

Regions

- **DEUTSCHLAND > GERMANY**
- **Baden-Württemberg > Baden-Württemberg**
 - Stuttgart > Stuttgart
 - Karlsruhe > Karlsruhe
 - Freiburg > Freiburg
 - Tübingen > Tübingen
- **Bayern > Bavaria***

- Oberbayern > Upper Bavaria
- Niederbayern > Lower Bavaria
- Oberpfalz > Oberpfalz
- Oberfranken > Oberfranken
- Mittelfranken > Mittelfranken
- Unterfranken > Unterfranken
- Schwaben > Swabia
- **Berlin > Berlin**
- **Brandenburg > Brandenburg**
 - Brandenburg-Nordost > North-East Brandenburg
 - Brandenburg-Südwest > South-West Brandenburg
- **Bremen > Bremen***
- **Hamburg > Hamburg***
- **Hessen > Hessen**
 - Darmstadt > Darmstadt
 - Gießen > Giessen
 - Kassel > Kassel
- **Mecklenburg-Vorpommern > Mecklenburg-Western Pomerania**
- **Niedersachsen > Lower Saxony**
 - Braunschweig > Braunschweig
 - Hannover > Hannover
 - Lüneburg > Lüneburg
 - Weser-Ems > Weser-Ems
- **Nordrhein-Westfalen > North Rhine-Westphalia**
 - Düsseldorf > Düsseldorf
 - Köln > Cologne
 - Münster > Münster
 - Detmold > Detmold
 - Arnsberg > Arnsberg
- **Rheinland-Pfalz > Rhineland-Palatinate**
 - Koblenz > Koblenz
 - Trier > Trier
 - Rheinhessen-Pfalz > Rheinhessen-Pfalz
- **Saarland > Saarland**
- **Sachsen > Saxony***
 - Chemnitz > Chemnitz
 - Dresden > Dresden
 - Leipzig > Leipzig
- **Sachsen-Anhalt > Saxony-Anhalt**
- **Schleswig-Holstein > Schleswig-Holstein**
- **Thüringen > Thuringia**

Anglicise traditional geographical names if the English has wide currency, e.g. *the Black Forest*, *the Ruhr*. Otherwise retain original spelling and accents.

*There is generally no need to use any longer form of the name of this state in a translation.

Judicial bodies

- Amtsgericht > Local Court
- Arbeitsgericht > Labour Court
- Bundesarbeitsgericht > Federal Labour Court
- Bundesfinanzhof > Federal Fiscal Court
- Bundesgerichtshof > Federal Court of Justice
- Bundespatentgericht > Federal Patent Court (rather than Federal Patents Court)
- Bundessozialgericht > Federal Social Court
- Bundesverfassungsgericht > Federal Constitutional Court
- Bundesverwaltungsgericht > Federal Administrative Court
- Finanzgericht > Fiscal Court
- Landesarbeitsgericht > Higher Labour Court
- Landessozialgericht > Higher Social Court
- Landgericht > Regional Court
- Oberlandesgericht > Higher Regional Court
- Obergerverwaltungsgericht (= Verwaltungsgerichtshof)* > Higher Administrative Court
- Sozialgericht > Social Court
- Verwaltungsgericht > Administrative Court
- Verwaltungsgerichtshof (= Obergerverwaltungsgericht)* > Higher Administrative Court

* Each Land has an *Obergerverwaltungsgericht*, except Baden-Württemberg, Bavaria und Hessen, each of which has a *Verwaltungsgerichtshof*.

Legal instruments

- Beschluss des Bundesrates > decision of the Bundesrat
- Bundesgesetz > federal act/federal law
- Durchführungsverordnung > implementing regulation(s)
- Gesetz > act/law
- Grundgesetz > Basic Law
- (Rechts)bestimmungen > provisions (of law)/legislation/laws
- (Rechts)verordnung > regulation
- (Rechts)vorschrift > (legal) provision/provision (of law)
- (Rechts)vorschriften > provisions (of law)/legislation/laws
- Rundschreiben > circular

For English translations of German acts see German Law Archive and the BMJ website *Gesetze im Internet*. For English translations of Decisions of the Bundesrat see Translations of Bundesrat resolutions.

Government bodies and administrative divisions

- Amt, Ämter > Translate as ‘authority’ (‘authorities’). This is a grouping of *Gemeinden* at a lower level than a *Kreis*.
- Bezirk > As part of a town or city, translate as ‘borough’; as an abbreviation of *Regierungsbezirk*, see below. In references to former East Germany, do not translate, as the term does not equate to any unit in West Germany, let alone other European countries.
- Bundesland, Bundesländer > See *Land, Länder* below.
- Bundesrat > Write ‘Bundesrat’. Where a gloss is considered necessary, add ‘Upper House of Parliament’ in brackets after the first occurrence.
- Bundestag > Write ‘Bundestag’. Where a gloss is considered necessary, add ‘Lower House of Parliament’ in brackets after the first occurrence.
- Gemeinde > Translate as ‘municipality’.
- Gemeindeverband > Translate as ‘municipal association’.
- Kreis > Translate as ‘district’.
- Kreisfreie Stadt > As this is exactly the same level as a *Stadtkreis*, the translation ‘urban district’ will generally be satisfactory. Should it be necessary to distinguish between this term and a *Stadtkreis*, use ‘town constituting a district in its own right’.
- Land, Länder > Translate as ‘federal state(s)’, adding ‘German’ if necessary for clarity, or leave the terms in German.
- Landkreis > Translate as ‘rural district’.
- Regierungsbezirk/ Bezirksregierung > If you translate these terms, use ‘government region/regional government’ not ‘government district/district government’, so as not to cause confusion with *Kreis*.
Stadtkreis > Translate as ‘urban district’.

Greece



Full name: Hellenic Republic.

Official language: Greek.

Geography

Cities

Use traditional English spellings for well-known cities, regions, islands, etc. — the officially recommended transcription system has not found acceptance even within the European Union and is unknown elsewhere. However, use transliteration for unfamiliar localities, and note that preference should always be given to the demotic forms of place names (where known).

Mountains

Anglicise the *Pindus Mountains*.

Regions

- **ΕΛΛΑΔΑ > ELLADA > GREECE**
- **Βόρεια Ελλάδα > Voria Ellada > North Greece**
 - Ανατολική Μακεδονία, Θράκη > Anatoliki Makedonia, Thraki > East Macedonia, Thrace
 - Κεντρική Μακεδονία > Kentriki Makedonia > Central Macedonia
 - Δυτική Μακεδονία > Ditiki Makedonia > West Macedonia
 - Θεσσαλία > Thessalia > Thessaly
- **Κεντρική Ελλάδα > Kendriki Ellada > Central Greece**
 - Ήπειρος > Ipiros > Epirus
 - Ιόνια Νησιά > Ionia Nisia > Ionian Islands

- Δυτική Ελλάδα > Ditiki Ellada > Western Greece
- Στερεά Ελλάδα > Sterea Ellada > Continental Greece
- Πελοπόννησος > Peloponnisos > Peloponnese
- **Αττική > Attiki > Attica**
- **Νησιά Αιγαίου, Κρήτη > Nisia Eyeou, Kriti > Aegean Islands, Crete**
 - Βόρειο Αιγαίο > Vorio Eyeo > North Aegean
 - Νότιο Αιγαίο > Notio Eyeo > South Aegean
 - Κρήτη > Kriti > Crete

Judicial bodies

- Άρειος Πάγος > Supreme Court
- Διοικητικό Εφετείο > administrative court of appeal
- Διοικητικό Πρωτοδικείο > administrative court of first instance
- Ειρηνοδικείο > district civil court
- Εισαγγελία > public prosecutor's office
- Εισαγγελία Αρείου Πάγου > office of the public prosecutor at the Supreme Court
- Εισαγγελία Εφετών > office of the public prosecutor at a court of appeal
- Εισαγγελία Πρωτοδικών > office of a public prosecutor at a court of first instance
- Ελεγκτικό Συνέδριο > Court of Auditors
- Εφετείο > court of appeal
- Ποινικό Εφετείο > criminal appeal court
- Ποινικό Πρωτοδικείο > criminal court of first instance
- Πολιτικό Εφετείο > civil appeal court
- Πολιτικό Πρωτοδικείο > civil court of first instance
- Πρωτοδικείο > court of first instance
- Πταισματοδικείο > district criminal court
- Συμβούλιο της Επικρατείας > Council of State
- Τακτικό Διοικητικό Δικαστήριο > ordinary administrative court

Legal instruments

- νόμος (nomos) > act/law
- προεδρικό διάταγμα (proedriko diatagma) > presidential decree
- αναγκαστικός νόμος (anangastikos nomos) > emergency act/law
- εγκύκλιος (engiklios) > circular order
- Εφημερίδα της Κυβερνήσεως (Efimerida tis Kiverniseos) > Government Gazette
- Τεύχος Πρώτο (Tevhos Proto) e.g. ΦΕΚ Α 164/14-07-2000 > Series I e.g. Government Gazette, Series I, No 164, 14.7.2000, or GG I/164 of 14.7.2000
- Τεύχος Δεύτερο (Tevhos Devtero) e.g. ΦΕΚ 379B'/25-02-2004 > Series II e.g. Government Gazette, Series II, No 379, 25.2.2004, or GG II/379 of 25.2.2004

Hungary



Full name: Hungary.

Official language: Hungarian.

Geography

Cities

Always use the Hungarian names of cities (retaining any accents) when writing in English.

Lakes

Write *Lake Balaton* for *Balaton*.

Regions

- **MAGYARORSZÁG > HUNGARY**
- **Közép-Magyarország > Central Hungary**
- **Dunántúl > Transdanubia**
 - Közép-Dunántúl > Central Transdanubia
 - Nyugat-Dunántúl > West Transdanubia
 - Dél-Dunántúl > South Transdanubia
- **Alföld Es Észak > Great Plain and North**
 - Észak-Magyarország > North Hungary
 - Észak-Alföld > North Great Plain
 - Dél-Alföld > South Great Plain

Judicial bodies

- Alkotmánybíróság > Constitutional Court
- Budapest Környéki Törvényszék > Budapest Environs Regional Court

- Budapest Környéki Törvényszék Cégbírósága > Company Court of the Budapest Environs Regional Court
- Fővárosi Ítéltábla > Budapest-Capital Regional Court of Appeal
- Fővárosi Törvényszék > Budapest-Capital Regional Court*
- Fővárosi Törvényszék Cégbírósága > Company Court of the Budapest-Capital Regional Court
- [Székhely]-i Ítéltábla > [Seat] Regional Court of Appeal
- járásbíróság > district court*
- katonai tanács > military tribunal
- közigazgatási és munkaügyi bíróság > administrative and labour court
- Kúria** > Curia of Hungary
- [Székhely]-i Törvényszék > [Seat] Regional Court
- [Székhely]-i Törvényszék Cégbírósága > Company Court of the [Seat] Regional Court

* the Council of Europe uses 'Tribunal'

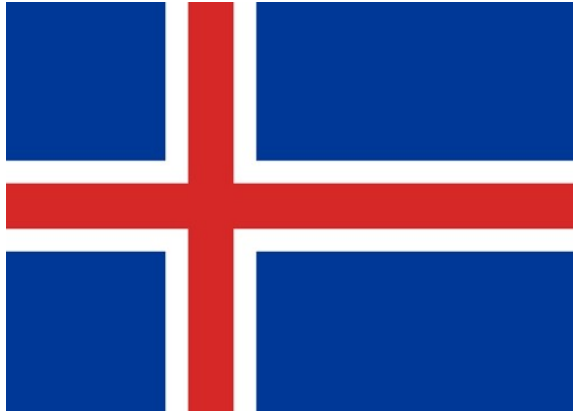
** replaced Legfelsőbb Bíróság (Supreme Court) on 1 January 2012

Legal instruments

- Helyi önkormányzati rendeletet > Local Government Decree
- Kormányrendelet (Korm. rendelet) > Government Decree
- Miniszteri rendelet > Ministerial Decree
- Rendelet > Decree
- Törvény > Act
- Törvényerejű rendelet > Decree-Law
- Végrehajtási rendelet > Implementing Decree

NB: Prior to the adoption of Act XXXI of 1989 on the amendment of the Constitution, the Presidential Council of Hungary was authorised to issue decree-laws. From the point of view of legislative hierarchy, the decree-laws still in force qualify as regulations at the same level as acts. [...] The Legislation Act recognises Government Decrees, Ministerial Decrees and Local Government Decrees.

Iceland



Full name: *Republic of Iceland.*

Official language: Icelandic.

Judicial bodies

- Rannsóknarnefnd (Alþingis) > Special Investigation Commission
- Sérstaks saksóknari > Special Prosecutor
- Félagsdómur > Labour Court
- Héraðsdómur > district court
- Hæstiréttur > Supreme Court
- Landsdómur > Court of Impeachment

Ireland



Full name: *Ireland*. Ireland is the full name laid down in the Irish Constitution; *Éire* (the name in Irish) and *Republic of Ireland/Irish Republic* are incorrect in English.

Official languages: English and Irish. Note that Irish became an EU official language on 1 January 2007, but there is a derogation (reviewable on a five-yearly basis) limiting what must be translated into Irish. Irish should not be referred to as ‘Gaelic’; the terms are not synonymous because Gaelic can also mean Scots Gaelic.

Geography

The term ‘*Britain and Ireland*’, rather than ‘*the British Isles*’, is used in the geographical sense of Britain, Ireland and the surrounding islands. ‘*The island of Ireland*’ is very widely used to refer to the whole of Ireland as opposed to the state of Ireland.

Cities

Use the English names of cities and towns, except for those in an Irish-speaking area (*Gaeltacht*). A full list of English and Irish names can be found in Wikipedia under Place names in Ireland.

Regions

- **IRELAND**
- Border, Midlands and Western
- Southern and Eastern

Italy



Full name: *Italian Republic.*

Official language: Italian.

Geography

Cities

Use the English spellings *Florence, Genoa, Milan, Naples, Rome, Turin, Venice*. Take care not to use the French spelling of other towns, which may differ only slightly from the Italian.

Rivers and lakes

Write *Tiber* for *Tevere* and *Lake Maggiore* for *Lago Maggiore*.

Islands

Use *Sicily* and *Sardinia*.

Mountains

Anglicise the *Alps, Apennines* (one *p*) and *Dolomites*.

Regions

- **ITALIA > ITALY**
- **Nord Ovest > North-West**
 - Piemonte > Piedmont
 - Valle d'Aosta > Valle d'Aosta

- Liguria > Liguria
- Lombardia > Lombardy
- **Nord Est > North-East**
 - Provincia Autonoma di Bolzano/Bozen* > Autonomous Province of Bolzano
 - Provincia Autonoma di Trento* > Autonomous Province of Trento
 - Veneto > Veneto**
 - Friuli-Venezia Giulia > Friuli-Venezia Giulia
 - Emilia-Romagna > Emilia-Romagna
- **Centro > Centre**
 - Toscana > Tuscany
 - Umbria > Umbria
 - Marche > Marche
 - Lazio > Lazio
- **Sud > South**
 - Abruzzo > Abruzzo
 - Molise > Molise
 - Campania > Campania
 - Puglia > Apulia
 - Basilicata > Basilicata
 - Calabria > Calabria
- **Isole > Islands**
 - Sicilia > Sicily
 - Sardegna > Sardinia

* Trentino-Alto Adige stays in Italian.

** NB: FR = Vénétie.

Judicial bodies

- Commissione Tributaria Provinciale/Distrettuale/Regionale > Provincial / District / Regional Tax Court
- Consiglio di giustizia amministrativa > Council of Administrative Justice
- Consiglio di Stato (sezione giurisdizionale) > Council of State (judicial division)
- Consiglio Superiore della Magistratura > Superior Council of the Judiciary
- Corte Costituzionale > Constitutional Court
- Corte d'Appello > Court of Appeal
- Corte d'Assise > Assize Court
- Corte d'Assise d'Appello > Assize Court of Appeal
- Corte dei conti > Court of Auditors
- Corte di Cassazione (può esprimersi a 'sezioni unite') > Court of Cassation (it may sit in 'Joined Chambers')
- Corte Militare d'Appello > Military Court of Appeal
- Corte Suprema di Cassazione > Supreme Court of Cassation

- Giudice amministrativo > Administrative Court
- Giudice conciliatore > Judge-Conciliator
- Giudice di Pace** > Justice of the Peace (legally qualified)*
- Giudice militare > Military Court
- Magistratura > Judiciary / Bench / Magistracy (when it does not refer to the whole system)
- Ministero della Giustizia > Ministry of Justice
- Pretore (abolished in 1991) > Magistrate
- Pretura (abolished in 1991) > Magistrate's Court
- Pubblico Ministero (PM) > Public Prosecutor
- Sezione specializzata agraria > Specialised Agricultural Chamber
- Tribunale (ordinario) > (Ordinary/General Jurisdiction) Court
- Tribunale Amministrativo Regionale (TAR) > Regional Administrative Court (TAR)
- Tribunale amministrativo > Administrative Court
- Tribunale di Sorveglianza* > Tribunale di Sorveglianza (Court supervising the enforcement of sentences)
- Tribunale Militare > Military Court
- Tribunale Militare di Sorveglianza* > Tribunale Militare di Sorveglianza (Military Court supervising the enforcement of sentences)
- Tribunale per i minorenni > Juvenile Court
- Tribunale Regionale delle Acque Pubbliche > Regional Court for Public Waters
- Tribunale superiore delle Acque pubbliche > Superior Court for Public Waters
- Ufficio del Pubblico Ministero > Public Prosecutor's Office

* Leave it in Italian and explain in brackets.

** Either leave it in Italian or translate as Justice of the Peace and explain in brackets that he/she is legally qualified in Italy.

Legal instruments

- Codice Civile (CC) > Civil Code
- Codice della navigazione (CN) > Navigation Code
- Codice della Strada (Cs / CS / cs) > Highway Code
- Codice di Procedura Civile (CPC) > Code of Civil Procedure
- Codice di Procedura Penale (CPP) > Code of Criminal Procedure
- Codice Penale (CP) > Criminal Code
- Consultazione referendaria > Referendum
- Costituzione > Constitution
- Decreto del Ministro (D.M.)* > Decree of the Minister...
- Decreto del Presidente del Consiglio dei Ministri (D.P.C.M.) > Prime Ministerial Decree
- Decreto del Presidente della Repubblica (D.P.R.) > Presidential Decree

- Decreto Legislativo (D. Lgs. / D. lgsl./ D.Leg. / D. Leg.vo) > Legislative Decree
- Decreto ministeriale (D.M.) > Ministerial Decree
- Decreto reale (D.R.) > Royal Decree
- Decreto-legge (D.L.) > Decree-Law
- Delibera > Decision
- Deliberazione > Decision
- Disegno di legge > draft law (proposed by the Government)
- Legge (L.) > Law
- Legge della Giunta Regionale (LGR) > Law of the Regional Executive
- Legge Regionale (L.R.) > Regional Law
- Normativa > Legislation, rules
- Ordinanza ministeriale > Ministerial Order
- Progetto di legge (blanket term for disegno di legge or proposta di legge) > draft law
- Proposta di legge > draft law (proposed by the Parliament)
- Referendum > referendum
- Regio Decreto (R.D. / r.d.) > Royal Decree
- Regio Decreto-legge (R.D.L.) > Royal Decree-Law

NB: Acronyms and abbreviations may be in all possible formats (capital or small letters or a mixture of both, with or without full stops).

* With the name of the Minister, e.g. Decreto del Ministro delle Politiche Agricole...

Latvia



Full name: *Republic of Latvia.*

Official language: Latvian.

Geography

Cities

Write *Riga* for *Rīga*, but leave diacritics on the names of all other urban centres irrespective of size (*Liepāja*, *Rēzekne*, *Kuldīga*, *Žīguri*, *Ļaudona*, *Ķekava*, *Alūksne*, *Zirņi*, etc.). Note *Daugavpils* (not *Dvinsk*).

Rivers

Write *Daugava* (not *Dvina* or *Zapadnaya Dvina*).

Regions

- LATVIJA > LATVIA
- Kurzeme > Kurzeme
- Latgale > Latgale
- Rīga > Rīga
- Pierīga > Pierīga
- Vidzeme > Vidzeme
- Zemgale > Zemgale

Administrative Divisions

- apgabals > Region
- rajons > district
- novads > municipality
- pagasts > civil parish

Judicial bodies

- administratīvā apgabaltiesa > administrative regional court
- administratīvā rajona tiesa > administrative district court
- apgabaltiesa > regional court
- Augstākā tiesa > Supreme Court
- bāriņtiesa > family tribunal
- pagasttiesa > local family tribunal
- priekšpilsētas tiesa > city district court
- rajona tiesa > district court
- Satversmes tiesa > Constitutional Court

Legal instruments

- administratīvs akts > administrative instrument
- administratīvs līgums > administrative agreement
- ārējs normatīvs akts > external legal instrument
- atzinums > opinion statement, statement of opinion
- deleģēšanas līgums > delegation agreement
- iekšējs normatīvs akts > internal legal instrument
- iekšējs noteikums > internal regulation
- ieteikums > recommendation
- instrukcija > instruction
- kārtība > procedure (or procedures or arrangements)
- kodekss > code
- lēmums > decision
- līdzdarbības līgums > participation agreement
- līgums > agreement (for tenders: contract; for significant international agreements: treaty)
- likums > law/act
- Ministru kabineta lēmums > Cabinet Decision
- Ministru kabineta noteikumi > Cabinet Regulation
- nolikums > statute
- normatīvi akti > legislation
- noteikumi > rules (components of a regulation)
- pārvaldes lēmums > administrative decision
- projekts > draft
- publisko tiesību līgums > public law agreement
- reglaments > rules of procedure
- rīkojums > order
- sadarbības līgums > cooperation agreement
- Satversme > Constitution
- tiesību akts > legal instrument

Suggestions for titles of Cabinet Regulations

- Ministru kabineta noteikumi par ... > Cabinet Regulation No xxx of yyy on zzz (no quotation marks)
- Ministru kabineta noteikumi „Noteikumi...” > Cabinet Regulation No xxx of yyy on/establishing/laying down rules ...
- Ministru kabineta noteikumi ... „Kārtība...” > Cabinet Regulation No xxx of yyy on/establishing/laying down a procedure/procedures/arrangements ...

Lithuania



Full name: *Republic of Lithuania.*

Official language: Lithuanian.

Geography

Cities

Note that *Memel* (German) is *Klaipėda* in Lithuanian.

Bodies of water and coastal features

Use the forms *Curonian Lagoon* for *Kuršių marios* and *Curonian Spit* for *Kuršių nerija*.

Regions

- **LIETUVA > LITHUANIA**
- Alytaus apskritis > Alytus county
- Kauno apskritis > Kaunas county
- Klaipėdos apskritis > Klaipėda county
- Marijampolės apskritis > Marijampolė county
- Panevėžio apskritis > Panevėžys county
- Šiaulių apskritis > Šiauliai county
- Tauragės apskritis > Tauragė county
- Telšių apskritis > Telšiai county
- Utenos apskritis > Utena county
- Vilniaus apskritis > Vilnius county

Judicial bodies

- administracinis teismas > administrative court
- Apeliacinis teismas > Court of Appeal
- apskrities administracinių ginčų komisija > county administrative disputes commission
- apygardos administraciniai teismas > regional administrative court
- apygardos teismas > regional court
- apylinkės teismas > district court
- bendrosios kompetencijos teismas > court of general jurisdiction
- Lietuvos Aukščiausiasis Teismas > Supreme Court of Lithuania
- Lietuvos Respublikos Konstitucinis Teismas > Constitutional Court of the Republic of Lithuania
- savivaldybės visuomeninės administracinių ginčų komisija > municipal administrative disputes commission
- specializuotas teismas > court of special jurisdiction
- Vyriausiasis administracinis teismas > Supreme Administrative Court
- Vyriausioji administracinių ginčų komisija > Chief Administrative Disputes Commission

Legal instruments

- Administracinių teisės pažeidimų kodeksas > Administrative Infringements Code
- Baudžiamasis kodeksas > Criminal Code
- Baudžiamojo proceso kodeksas > Code of Criminal Procedure
- Bausmių vykdymo kodeksas > Penal Enforcement Code
- Civilinio proceso kodeksas > Code of Civil Procedure
- Civilinis kodeksas > Civil Code
- Darbo kodeksas > Labour Code
- dekretas > decree (of President)
- Geležinkelių transporto kodeksas > Railway Transport Code
- įsakymas > Order
- įstatymas > Law
- Kelių transporto kodeksas > Road Transport Code
- kodeksas > Code
- Konstitucija > the Constitution
- nutarimas > Resolution
- Seimo rezoliucija > Parliament resolution
- sprendimas > Decision
- taisyklės > Rules
- Vidaus vandenų transporto kodeksas > Inland Waterway Transport Code

Law gazettes, official gazettes and official journals

Valstybės žinios (Official Gazette) is the sole official publication for primary and secondary legislation. It contains, *inter alia*, laws, international agreements, other legal acts passed by the Lithuanian Parliament, presidential decrees, government resolutions, decisions, resolutions and conclusions of the Constitutional Court, and orders and other normative legal acts of ministers, heads of government bodies and heads of other state authorities.

Informaciniai pranešimai (Information Notices) is published as a supplement to *Valstybės žinios* and contains, *inter alia*, public procurement notices (calls for tender), information on public auctions, information notices issued by ministries, government institutions and other state governing institutions, and information notices issued by the Lithuanian Parliament.

When *Valstybės žinios* (or the abbreviated form *Žin.*) appears for the first time in a text, refer to it as '*Valstybės žinios* (Official Gazette)' (or '*Žin.* (Official Gazette)'). If it appears again, refer to it as '*Valstybės žinios*' (or '*Žin.*').

When *Informaciniai pranešimai* appears for the first time in a text, refer to it as '*Informaciniai pranešimai* (Information Notices)'; if it appears again, refer to it as '*Informaciniai pranešimai*'.

References to *Valstybės žinios* should be presented as follows: '*Valstybės žinios* 1997, No 614-1500; 1998, Nos 109-2996 and 114-3189; 2000, No 32-889' or '*Žin.* 1997, No 614-1500; 1998, Nos 109-2996 and 114-3189; 2000, No 32-889', inserting '(Official Gazette)' where appropriate.

Luxembourg



Full name: *Grand Duchy of Luxembourg*. Note the spelling, and use it for the capital city as well. Note *Luxembourg Government*, *Luxembourg cuisine*, the *Luxembourg climate*, but when referring to the language use the *-ish* form: *Luxembourgish expressions*, *Luxembourgish poetry*. Where French texts refer simply to *le Grand-Duché*, render in English as *Luxembourg*.

Official languages: French, German and Luxembourgish (although the latter is not an EU official language).

The Act of 24 February 1984 on the language regime states that the national language is Luxembourgish, the legislative language is French and the administrative languages are French, German and Luxembourgish.

Geography

Rivers

Use *Moselle* (*Mosel* only if the context is solely Germany).

Regions

Luxembourg constitutes a single NUTS region.

Judicial bodies

- Conseil arbitral des assurances sociales > Social Insurance Arbitration Board
- Conseil supérieur des assurances sociales > Social Insurance Appeals Board
- Cour administrative > Administrative Court
- Cour constitutionnelle > Constitutional Court
- cour d'appel > court of appeal
- Cour de cassation > Court of Cassation

- Cour supérieure de justice > Supreme Court of Justice
- justice de paix > justice of the peace court (syn. magistrates' court)
- Tribunal administratif > Administrative Court of First Instance
- tribunal d'arrondissement > district court
- tribunal de la jeunesse et des tutelles > juvenile and guardianship court
- tribunal de paix (synonym: tribunal siéant en matière civile et commerciale) > civil and commercial court
- tribunal de police > police court (syn. local criminal court)
- tribunal du travail > labour court

Legal instruments

- arrêté ministériel > ministerial decree
- code civil > Civil Code
- code d'instruction criminelle > Code of Criminal Procedure
- code de procédure civile > Code of Civil Procedure
- code pénal > Criminal Code
- loi > act/law
- loi d'habilitation > enabling statute
- règlement > regulation
- règlement grand-ducal > grand-ducal regulation

Malta



Full name: *Republic of Malta*

Official language: Maltese.

Geography

Regions

- **MALTA > MALTA**
- Malta > Malta
- Ghawdex u Kemmuna > Gozo and Comino

Judicial bodies

- Qorti Ċivili > Civil Court
- Qorti Ekklesjastika > Ecclesiastical Court
- Qorti Kostituzzjonali > Constitutional Court
- Qorti tal-Appell > Court of Appeal
- Qorti tal-Appell Kriminali > Court of Criminal Appeal
- Qorti tal-Maġistrati > Magistrates' Court
- Qorti tal-Minorenni > Juvenile Court
- Tribunal għal Talbiet Żgħir > Small Claims Tribunal
- Tribunali Lokali > Local Tribunals

Legal instruments

- Att > Act
- Il-Gazzetta tal-Gvern ta' Malta > Malta Government Gazette
- Kodiċi Ċivili > Civil Code
- Kodiċi Kriminali > Penal Code

- Kodiċi ta' Organizzazzjoni u Proċedura Ċivili > Code of organisation and civil procedure
- Kostituzzjoni ta' Malta > Constitution of Malta
- Liġi > Law
- Ordinanza > Ordinance
- Ordni > Order
- Regolamenti > Regulations

Netherlands



Full name: *Kingdom of the Netherlands*. Holland is only part of the Netherlands (the provinces North and South Holland). The correct adjective is *Dutch*: the Dutch Government, the Dutch delegation, Dutch industry, etc., notwithstanding certain proper names such as the former Netherlands Antilles, which was dissolved on 10 October 2010, although Curaçao and Sint Maarten have retained the Netherlands Antillean guilder (ANG) while waiting for the creation of a common currency in 2012 (the Caribbean guilder).

Official language: Dutch.

Geography

Cities

Always write *The Hague* with a capital T except when used attributively (e.g. *the Hague Convention*).

Rivers and other bodies of water

Use the forms *Meuse* (*Maas* only if the context is solely the Netherlands) and *Moselle* (*Mosel* only if the context is solely Germany). Write *Rhine* for *Rhein*, *Rhin*, and *Rijn*. Write *IJsselmeer* (without capital I) and *Wattenmeer*.

Islands

Use *West Friesian Islands* for *Waddeneilanden*.

Regions

- **NEDERLAND > NETHERLANDS**

- **Noord-Nederland > North Netherlands**
 - Groningen > Groningen
 - Friesland > Friesland
 - Drenthe > Drenthe
- **Oost-Nederland > East Netherlands**
 - Overijssel > Overijssel
 - Gelderland > Gelderland
 - Flevoland > Flevoland
- **West-Nederland > West Netherlands**
 - Utrecht > Utrecht
 - Noord-Holland > North Holland
 - Zuid-Holland > South Holland
 - Zeeland > Zeeland
- **Zuid-Nederland > South Netherlands**
 - Noord-Brabant > North Brabant
 - Limburg > Limburg

Judicial bodies

- arbeidshof > labour court
- arbeidsrechtbank > labour tribunal
- arrondissement > judicial district
- arrondissementsparket > office of the public prosecutor of a judicial district
- arrondissementsrechtbank > district court
- Centrale Raad van Beroep > Court of last instance in social security matters
- College van Beroep voor het Bedrijfsleven > Administrative court of last instance in matters of trade and industry
- correctionele rechtbank > criminal court
- economische politierechter > magistrate dealing with commercial offences
- gerechtsgebouw > law courts
- Gerechtshof > Court of Appeal
- Hoge Raad der Nederlanden > Supreme Court of the Netherlands
- kamer van koophandel en fabrieken > chamber of commerce and industry
- kantongerecht > cantonal court
- officier van justitie > public prosecutor (representative of openbaar ministerie at arrondissementsrechtbank and kantongerecht)
- openbaar ministerie > public prosecutor's department
- procureur generaal > public prosecutor (representative of openbaar ministerie at Hoge Raad and Gerechtshof)
- Raad van Arbeid > Labour Council (family allowances board)
- Raad van Beroep > Social Security Court
- Raad van State, Afdeling Rechtspraak > State Council, Administrative Appeal Section
- rechtbank van eerste aanleg > court of first instance

- rechtbank van koophandel > commercial court
- Rijk > European territory of the Kingdom of the Netherlands
- Rijks Sociale Verzekeringsraad > National Social Security Council
- Tariefcommissie > Administrative court of last instance in revenue matters

Legal instruments

- algemene maatregel van bestuur > general administrative regulation
- beschikking > decision
- besluit > decree
- Grondwet > Constitution
- koninklijk besluit > royal decree
- memorie van toelichting > explanatory memorandum (to a bill)
- ministeriële regeling > ministerial order
- overheidsbeschikking > executive decision
- Staatsblad > Bulletin of Acts and Decrees
- Staatscourant > Government Gazette
- Tractatenblad > Collection of treaties and conventions
- wet > act/law
- Wetboek van Burgerlijke Rechtsvordering > Code of Civil Procedure (now the Gerechtelijk Wetboek)
- Wetboek van Koophandel > Commercial Code
- Wetboek van Strafvordering > Code of Criminal Procedure

Poland



Full name: *Republic of Poland.*

Official language: Polish.

Geography

Cities

Write *Warsaw* for *Warszawa*, but use the native forms in all other cases, including *Kraków* (rather than *Cracow*).

Be aware that German names exist for many towns and cities in Poland and are commonly found in German texts: always use the Polish names when writing in English (e.g. use *Gdańsk* (German: *Danzig*), *Kraków* (German: *Krakau*), *Wrocław* (German: *Breslau*), *Szczecin* (German: *Stettin*), *Świnoujście* (German: *Swinemünde*), and *Poznań* (German: *Posen*)).

Provinces

Use the native form (e.g. *Śląskie*, *Podlaskie* and *Warmińsko-Mazurskie*) when referring to the provinces as administrative units, but use well-established English forms such as *Silesia*, *Masuria*, *Pomerania* and *Masovia*, or Polish forms such as *Wielkopolska*, *Małopolska* and *Warmia* when referring to geographical regions, as opposed to administrative units.

Rivers and other bodies of water

Write *Vistula* for *Wiśła* and *Oder* for *Odra*. Note also the term *Oder-Neisse line*.

Write *Bay of Gdańsk* for *Zatoka Gdańska*, *Vistula Lagoon* for *Zalew Wiślany*, *Vistula Spit* for *Mierzeja Wiślana*, *Bay of Pomerania* for *Zatoka Pomorska* and *Szczecin Lagoon* for *Zalew Szczeciński*.

Regions

- **POLSKA > POLAND**
- **Centralny > Central**
 - Łódzkie > Łódzkie
 - Mazowieckie > Mazowieckie
- **Południowy > Southern**
 - Małopolskie > Małopolskie
 - Śląskie > Śląskie
- **Wschodni > Eastern**
 - Lubelskie > Lubelskie
 - Podkarpackie > Podkarpackie
 - Świętokrzyskie > Świętokrzyskie
 - Podlaskie > Podlaskie
- **Północno-Zachodni > North-Western**
 - Wielkopolskie > Wielkopolskie
 - Zachodniopomorskie > Zachodniopomorskie
 - Lubuskie > Lubuskie
- **Południowo-Zachodni > South-Western**
 - Dolnośląskie > Dolnośląskie
 - Opolskie > Opolskie
- **Północny > Northern**
 - Kujawsko-Pomorskie > Kujawsko-Pomorskie
 - Warmińsko-Mazurskie > Warmińsko-Mazurskie
 - Pomorskie > Pomorskie

The above table shows the statistical regions (NUTS 1) and administrative divisions (provinces — województwa, sing. województwo) (NUTS 2).

Lower levels of administrative division are powiat (district) and gmina (municipality).

Judicial bodies

- Naczelny Sąd Administracyjny > Supreme Administrative Court
- sąd administracyjny > administrative court
- sąd apelacyjny > court of appeal
- sąd grodzki > municipal tribunal
- Sąd Najwyższy > Supreme Court
- sąd okręgowy > regional court
- sąd powszechny > ordinary court
- sąd rejonowy > district court
- sąd wojskowy > military court
- Trybunał Konstytucyjny > Constitutional Tribunal
- wojewódzki sąd administracyjny > provincial administrative court

- wojskowy sąd okręgowy > regional military court
- wydział grodzki > municipal division

Legal instruments

- akt prawa miejscowego > enactment of local law
- akt prawa wewnętrznego > enactment of internal law
- kodeks > Code
- Kodeks cywilny > Civil Code
- Kodeks karny > Criminal Code
- Kodeks karny skarbowy > Fiscal Criminal Code
- Kodeks karny wykonawczy > Criminal Enforcement Code
- Kodeks morski > Maritime Code
- Kodeks postępowania administracyjnego > Code of Administrative Procedure
- Kodeks postępowania cywilnego > Code of Civil Procedure
- Kodeks postępowania karnego > Code of Criminal Procedure
- Kodeks postępowania w sprawach o wykroczenia > Code of Procedure for Minor Offences
- Kodeks pracy > Labour Code
- Kodeks rodzinny i opiekuńczy > Family and Guardianship Code
- Kodeks spółek handlowych > Commercial Companies Code
- Kodeks wykroczeń > Minor Offences Code
- Konstytucja > Constitution
- Ordynacja podatkowa > Tax Code
- projekt założeń projektu ustawy > draft preliminary paper
- rozporządzenie > Regulation
- uchwała > Resolution
- umowa międzynarodowa > international agreement
- ustawa > act/law
- założenia projektu ustawy > preliminary paper
- zarządzenie > Order

Law gazettes, official gazettes and official journals

- Dziennik Ustaw Rzeczypospolitej Polskiej (Dz. U.) > Journal of Laws of the Republic of Poland (though for most purposes Journal of Laws will suffice)
- Dziennik Urzędowy Rzeczypospolitej Polskiej 'Monitor Polski' (M.P.) > Polish Official Gazette
- Dziennik Urzędowy Rzeczypospolitej Polskiej 'Monitor Polski B' (M.P. B) > Polish Official Gazette B (ceased to exist on 1.1.2013)

When *Dziennik Ustaw* (or the abbreviated form *Dz.U.*) appears for the first time in a text, translate it as *Journal of Laws (Dziennik Ustaw)*. If it appears again, refer to it as *Journal of Laws*.

When *Monitor Polski* (or the abbreviation M.P.) appears for the first time in a text, translate it as *Polish Official Gazette (Monitor Polski)*; if it appears again, refer to it as *Polish Official Gazette*.

References to the *Dziennik Ustaw* should be presented as per the following example: '*Journal of Laws* 2009, No 218, item 1690; 2010, No 105, item 668, No 182, item 1228, No 225, item 1474, No 254, item 1700 and No 257, item 1725; 2011, No ...'.

As from 1 January 2012, the numer (No) is not indicated; in the case of legislation published after that date, references should be presented as follows: '*Journal of Laws* 2012, items 44 and 209; 2013, item 61'.

Portugal



Full name: *Portuguese Republic.*

Official language: Portuguese.

Geography

Cities

Write *Lisbon*, but use the native form *Porto* (not *Oporto*).

Rivers

Write *Tagus* for *Tejo*.

Islands

Use *the Azores*.

Regions

- **PORTUGAL > PORTUGAL**
- **Continente > Continental Portugal**
 - Norte > North
 - Algarve > The Algarve
 - Centro > Centre
 - Lisboa > Lisbon
 - Alentejo > Alentejo
- **Região Autónoma dos Açores > Azores**
- **Região Autónoma da Madeira > Madeira**

Judicial bodies

- Conselho Superior da Magistratura > Supreme Council of the Judiciary
- Julgados de Paz > Justices of the Peace
- Ministério Público > Public Prosecutor's Office
- Procuradoria-Geral da República > Attorney-General's Office
- Supremo Tribunal Administrativo > Supreme Administrative Court
- Supremo Tribunal de Justiça > Supreme Court of Justice
- Tribunal Arbitral > Court of Arbitration
- Tribunal de Comarca > District Court
- Tribunal de Contas > Audit Court
- Tribunal de Relação > Court of Appeal
- Tribunal dos Conflitos > Tribunal dos Conflitos (Court dealing with conflicts of jurisdiction)

Legal instruments

- Constituição > Constitution
- decreto regional > regional decree
- decreto regulamentar > implementing decree
- decreto regulamentar regional > regional implementing decree
- decreto-lei > decree-law
- despacho normativo > legislative order
- lei > act/law
- norma constitucional > constitutional statute
- portaria > ministerial implementing order
- postura > (municipal) by-law
- resolução do Conselho de Ministros > resolution of the Council of Ministers

Romania



Full name: *Romania*. The administrative units into which Romania is divided are called ‘județe’ (counties).

Official language: Romanian.

Geography

Cities

Write *Bucharest* for *București*, but use the native forms in all other cases.

Be aware that Hungarian texts may use the Hungarian names for places in Romania, referring to *Miercurea Ciuc* as *Czíkszereda*, *Timișoara* as *Temesvár*, *Oradea* as *Nagyvárad* or *Cluj-Napoca* as *Kolozsvár*. Similarly, German texts may use the German names, referring to *Sibiu* as *Hermannstadt* or *Brașov* as *Kronstadt*. Particular care should be taken with border towns and villages, such as *Urziceni* (Hungarian: *Csanálos*) and *Curtici* (Hungarian: *Körtös*). Always use the Romanian names when writing in English.

Regions

- **ROMÂNIA > ROMANIA**
- **Macroregiunea unu > Macroregion one**
 - Nord-Vest > North-West
 - Centru > Centre
- **Macroregiunea doi > Macroregion two**
 - Nord-Est > North-East
 - Sud-Est > South-East
- **Macroregiunea trei > Macroregion three**
 - Sud -Muntenia > South-Muntenia
 - București-Ilfov > Bucharest-Ilfov

- **Macroregiunea patru > Macroregion four**
 - Sud-Vest Oltenia > South-West Oltenia
 - Vest > West

Romania is divided into 41 counties (*județe*) and one municipality (Bucharest).

Judicial bodies

- Codul Penal > Criminal Code
- Codul Procedurii Fiscale > Code of Fiscal Procedure
- Codul Procedurii Penale > Code of Criminal Procedure
- Consiliul Superior al Magistraturii > Superior Council of Magistracy
- Curtea Constituțională > Constitutional Court
- Curtea de Apel > Court of Appeal
- Curtea de Conturi > Romanian Court of Auditors
- Direcția Națională Anticorupție > National Anticorruption Directorate
- Inalta Curte de Casație si Justiție > High Court of Cassation and Justice
- Judecător > Judge
- Judecătorie > District Court
- Ministerul Public > Public Prosecution Service
- Monitorul Oficial > Official Gazette of Romania
- Parchet > Prosecutor's Office (attached to ...)
- Procuror > Prosecutor
- Tribunal > Tribunal

Legal instruments

- adoptare > Adoption
- aprobare > Approval
- Hotărâre de Guvern (HG) > Government Decision
- lege > law/act
- norme metodologice > implementing rules
- Ordin al ministrului > Order (No ...) of the Minister (for ...)
- Ordonanță a Guvernului (OG) > Government Order
- Ordonanță de urgență a Guvernului (OUG) > Government Emergency Order
- proiect de lege > draft law
- promulgare > signing into law
- rezoluție > Decision

Slovakia



Full name: *Slovak Republic.*

Official language: Slovak.

Geography

Cities

Be aware that Hungarian texts will nearly always use the Hungarian names for places in Slovakia, referring to *Bratislava* as *Pozsony*, *Trnava* as *Nagyszombat* or *Košice* as *Kassa*. Similarly, German texts may use the German names, referring to *Bratislava* as *Pressburg*, *Trnava* as *Tyrnau* or *Košice* as *Kaschau*. Always use the Slovak names when writing in English.

Regions

- **SLOVENSKÁ REPUBLIKA > SLOVAK REPUBLIC**
- **Bratislavský kraj > Bratislava**
 - Bratislavský kraj > Bratislava Region
- **Západné Slovensko > West Slovakia**
 - Trnavský kraj > Trnava Region
 - Trenčianský kraj > Trenčín Region
 - Nitrianský kraj > Nitra Region
- **Stredné Slovensko > Central Slovakia**
 - Žilinský kraj > Žilina Region
 - Banskobystrický kraj > Banská Bystrica Region
- **Východné Slovensko > East Slovakia**
 - Prešovský kraj > Prešov Region
 - Košický kraj > Košice Region

For statistical and Structural Fund purposes Slovakia is divided into 4 *areas* (*oblasti* – NUTS 2), each consisting of either a single region (*kraj* – NUTS 3) or a group of regions (*zoskupenie krajov*). Administratively the country is divided into 8 self-governing regions (*samosprávne kraje* — NUTS 3 higher territorial units — *vyššie územné celky* (VÚC)). Below that, there are 79 *okresy* (districts).

Judicial bodies

- Generálna prokuratúra > Prosecutor-General's Office
- Krajská prokuratúra > Regional Prosecutor's Office
- Krajský súd > Regional Court
- Najvyšší súd > Supreme Court
- Okresná prokuratúra > District Prosecutor's Office
- Okresný súd > District Court
- Špeciálny súd > Special Court
- Ústavný súd > Constitutional Court

Legal instruments

- článok > article (of treaty, directive, etc.)
- článok > section (of act)
- nariadenie > regulation (prefix with 'Slovak' or 'national' if necessary for clarity's sake)
- normatívny právny akt > (piece of) legislation
- Občiansky súdny poriadok > Code of Civil Procedure
- opatrenie > measure
- osobitný právny predpis > specific/special legislation
- osobitný zákon - podľa osobitného zákona > specific/special act - as specified in the relevant act; in accordance with the legislation governing it; covered by special legislation
- oznámenie > notice
- právny predpis > (piece of) legislation
- právo > law
- pripomienkové konanie - medzirezortné pripomienkové konanie > consultation; consultation exercise; - interministerial/interdepartmental ~
- rozhodnutie > decision
- rozkaz > order
- Správny poriadok > Code of Administrative Procedure
- Trestný poriadok > Code of Criminal Procedure
- Trestný zákon > Criminal Code
- uznesenie > resolution
- vestník vlády SR > Slovak Government Gazette
- všeobecne záväzný právny predpis > act of general application in a less formal context 'legislation' may be sufficient

- vyhláška > implementing decree
- výnos > implementing decision
- zákon > in general: act/legislative act/act of law/piece of legislation in title of piece of legislation: 'the ... Act' or 'the Act on...'
- Zbierka zákonov > Collection of Legislative Acts
- Z.z. (as abbreviation of Zbierka zákonov in titles of legislation) > omit in English (do not use 'Coll.')
- zmluva > treaty
- živnostenský zákon > the Trading Act

Spain



Full name: *Kingdom of Spain*. The 17 political/administrative units into which Spain is divided are called *Autonomous Communities* in English. Translate *Presidente del Gobierno* as *Prime Minister (of Spain)*.

Official language: Spanish. The regional languages Catalan, Galician and Basque are also recognised at EU level, in that Spanish citizens can communicate with the EU institutions in these languages.

Geography

Cities

Write *Seville*. Otherwise use native spellings, e.g. *Córdoba*, *Irún*. Use the Catalan names *Girona* and *Lleida*, and the Galician names *A Coruña* and *Ourense*, as these are now the official Spanish names for the cities and provinces also known as *Gerona*, *Lerida*, *La Coruña* and *Orense* (see Ley 2/1992, de 28 de febrero, por la que pasan a denominarse oficialmente Girona y Lleida las provincias de Gerona y Lérida and Ley 2/1998, de 3 de marzo, sobre el cambio de denominación de las provincias de La Coruña y Orense).

For more information, see *La toponimia oficial española y la legislación estatal y autonómica* (a terminology bulletin from the European Parliament, dated 2.12.2002).

Rivers

Write *Tagus* for *Tajo*.

Islands

Use *the Canary Islands*.

Mountains

Anglicise the *Pyrenees* (no accents).

Regions

- **ESPAÑA > SPAIN**
- **Noroeste > North-West**
 - Galicia > Galicia
 - Principado de Asturias > Asturias
 - Cantabria > Cantabria
- **Noreste > North-East**
 - País Vasco > Basque Country
 - Comunidad Foral de Navarra > Navarre
 - La Rioja > Rioja
 - Aragón > Aragon
- **Comunidad de Madrid > Madrid**
- **Centro > Centre**
 - Castilla y León > Castile-Leon
 - Castilla-La Mancha > Castile-La Mancha
 - Extremadura > Extremadura
- **Este > East**
 - Cataluña > Catalonia
 - Comunidad Valenciana > Valencia
 - Illes Balears > Balearic Islands
- **Sur > South**
 - Andalucía > Andalusia
 - Región de Murcia > Murcia
 - Ciudad Autónoma de Ceuta > Ceuta
 - Ciudad Autónoma de Melilla > Melilla
- **Canarias > Canary Islands**

Judicial bodies

- Audiencia Nacional > National High Court
- Audiencia Provincial > Provincial Court
- Juzgado de Instrucción > Local Criminal Court
- Juzgado de lo Civil > Civil Court
- Juzgado de lo Contencioso-Administrativo > Court for Contentious Administrative Proceedings
- Juzgado de lo Penal > Criminal Court
- Juzgado de lo Social > Social Court
- Juzgado de Menores > Juvenile Court
- Juzgado de Paz > Magistrates Court

- Juzgado de Primera Instancia > Court of First Instance
- Juzgado de Primera Instancia e Instrucción > Court of First Instance and Preliminary Investigations
- Juzgado de Vigilancia Penitenciaria > court with special duties in the matter of criminal sentences
- Sala de lo Civil y Penal > Chamber for Civil and Criminal Matters
- Sala de lo Contencioso-Administrativo > Chamber for Contentious Administrative Proceedings
- Sala de lo Penal > Chamber for Criminal Matters
- Sala de lo Social > Chamber for Labour Matters
- Tribunal Constitucional > Constitutional Court
- Tribunal de Defensa de la Competencia > Court for the Defence of Competition
- Tribunal Superior de Justicia > High Court of Justice
- Tribunal Supremo > Supreme Court

Legal instruments

- Código Civil > Civil Code
- Código de Comercio > Commercial Code
- Código Penal > Criminal Code
- Constitución > Constitution
- decreto legislativo > Legislative Decree
- ley > Law
- ley orgánica > Organic Law
- orden > (Administrative) Order
- ordenanza de policía > Police Order
- ordenanza municipal > Municipal By-Law
- real decreto > Royal Decree
- real decreto-ley > Royal Decree-Law
- resolución judicial > decision (generally applicable term covering any decision relating to legal proceedings)
- Resolución > (Administrative) decision
- sentencia > judgment (bringing legal proceedings to a close)

Sweden



Full name: *Kingdom of Sweden*. Call the country's main administrative/regional units (*län*) 'counties' in English.

Official language: Swedish.

Geography

Cities

Note *Gothenburg* for *Göteborg*. However, the Swedish form should be used in some EU-specific contexts, e.g. *the Göteborg summit/process*.

Regions

- **SVERIGE > SWEDEN**
- **Östra Sverige > Eastern Sweden**
 - Stockholm > Stockholm
 - Östra Mellansverige > East-Central Sweden
- **Södra Sverige > Southern Sweden**
 - Småland med öarna > Småland and islands
 - Sydsverige > South Sweden
 - Västsverige > West Sweden
- **Norra Sverige > Northern Sweden**
 - Norra Mellansverige > North-Central Sweden
 - Mellersta Norrland > Central Norrland
 - Övre Norrland > Upper Norrland

Judicial bodies

The following are the names of the two parallel systems, the administrative courts and the general courts.

Administrative Courts

- Förvaltningsrätt* > administrative court
- Kammarrätt > administrative court of appeal
- Högsta Förvaltningsdomstolen** > Supreme Administrative Court

General Courts

- Tingsrätt > district court
- Hovrätt > court of appeal
- Högsta Domstolen > Supreme Court

* These replaced the länsrätter in 2010.

** Formerly Regeringsrätten. Changed its name in Swedish on 1.1.2011

Note: this list of courts is of course not exhaustive. The Swedish court system has been changed and reformed a number of times in recent years, with courts being created and existing courts being merged. In cases of doubt it is always a good idea to go to the website of the court in question and check its name in English (which is always given somewhere).

The same applies to government agencies and bodies, which are also subject to frequent reorganisations/renamings.

For official titles etc. always use the most recent edition of *Utrikes namnbok*, which is to be regarded as definitive.

Legal instruments

- allmänna råd > general advice
- balk > code
- betänkande (Bet.) > opinion/report (of a committee in the Riksdag)
- föreskrift > regulation
- författning > statute, statutory instrument
- förordning > ordinance
- grundlag (plural grundlagar) > fundamental law (it may be useful to spell out that 'X is one of the four fundamental laws that make up the Swedish constitution')
- grundlagarna > the Constitution (i.e. the four fundamental laws collectively)

- kungörelse > decree
- lag > act/law
- lagstiftning > legislation
- proposition (prop.) > Government bill
- Riksdagsskrivelse (rskr) > Riksdag communication (to the Government)
- Regeringsskrivelse (regskr) > Government communication (to the Riksdag)

Turkey



Full name: *Republic of Turkey.*

Official language: Turkish.

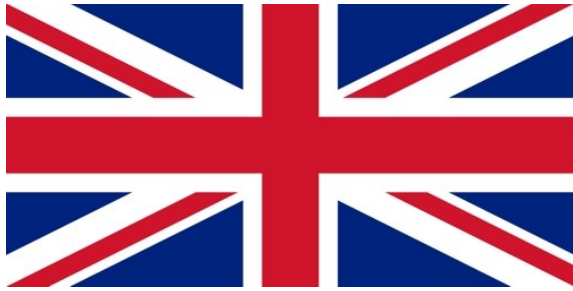
Judicial bodies

- Anayasa Mahkemesi > Constitutional Court
- Askeri Yargıtay > Military Court of Cassation
- Askeri Yüksek İdare Mahkemesi (AYİM) > High Military Administrative Court
- Başsavcı > Chief Public Prosecutor
- Ceza Dairesi > Criminal Chamber
- Danıştay > Council of State
- Devlet Güvenlik Mahkemeleri > State Security Courts
- Hâkimler ve Savcılar Yüksek Kurulu > Supreme Council of Judges and Public Prosecutors
- Hukuk Dairesi > Civil Chamber
- Sayıştay > Court of Accounts
- Uyuşmazlık Mahkemesi > Court of Conflicts
- Yargıtay > Court of Cassation

Legal instruments

- genelge > Circular
- kanun > Law
- kanun hükmünde kararname > statutory decree
- tüzük > Regulation
- yönetmelik > Order

United Kingdom



Full name: *United Kingdom of Great Britain and Northern Ireland*. Avoid the colloquial *Britain* and *British* in legal or formal texts. Use GB only for the international vehicle identification. Note that the abbreviation 'RU' is sometimes used in French texts for 'UK', but it might also mean Russia.

Official language: English.

Geography

Great Britain comprises England, the Principality of Wales and Scotland; these three together with Northern Ireland form the *United Kingdom*. Never use *Ulster* for the province of Northern Ireland: Ulster includes the Counties of Cavan, Donegal and Monaghan *plus* Northern Ireland. The term '*the British Isles*' is a geographical designation covering the territories of Ireland and the United Kingdom, plus the Isle of Man and the Channel Islands. In recent years, however, it has been replaced in official British pronouncements by '*Britain and Ireland*'.

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